OPERATIONS MANUAL

# MFC 4550 plus
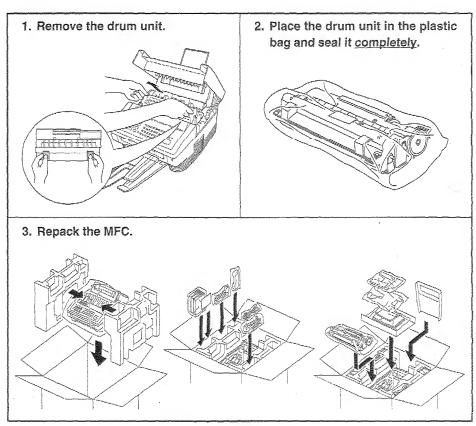
**brother.**

**brother.**

---

### Shipment of the Multi-Function Center (MFC)

If for any reason you must ship your MFC, carefully package the MFC to avoid any damage during transit. It is recommended that you save and use the original packaging. The MFC should be adequately insured with the carrier.

### Warning

When shipping the MFC, the DRUM UNIT assembly including the TONER CARTRIDGE must be removed from the MFC and placed in the plastic bag. Failure to remove it and place it in the plastic bag during shipping, will cause severe damage to the MFC and will VOID THE WARRANTY.

---

1. Remove the drum unit.

2. Place the drum unit in the plastic bag and seal it <u>completely</u>.

3. Repack the MFC.

# Introduction to the Operations Manual
## (for Fax, Printer, Copier Operations)

▶ Have you set up your MFC and prepared your computer for the printer mode by following the instructions in the Setup Manual? The Setup Manual will help you prepare your MFC to use it as a fax, printer and copier.

▶ Your MFC 4550 *plus* has five performance modes. It is a Fax, Printer, Copier, Scanner and PC Fax.

▶ After you complete setting up the MFC, see this Operations Manual for Fax, Printer, Copier operations and for more information about your MFC, such as functions of the machine and the control panel. Information about maintenance, troubleshooting and technical specifications are also available in this manual.

▶ Please keep this manual beside your MFC, so you can access important information whenever necessary.

▶ See the Multi-Function Link Pro Online Documentation for information on how to set up your MFC and Personal Computer and how to use the Scanner and PC Fax.

# TABLE OF CONTENTS

# TABLE OF CONTENTS

# TABLE OF CONTENTS

# TABLE OF CONTENTS

# TABLE OF CONTENTS

# TABLE OF CONTENTS

# TABLE OF CONTENTS

# 1. THE CONTROL PANEL KEYS

**MFC 4550** *plus*

Ⓒ *LCD & User Setting Area*

Ⓐ *Telephone Area*

Ⓑ *One Touch, Printer and Copy Area*

## ❹ TELEPHONE AREA

### 1. Dial Pad

These twelve keys are used to dial phone and fax numbers (see page 31), and also can be used as an alphanumeric keyboard for entering information into the MFC. (See pages 15–17.)

### 2. Hook
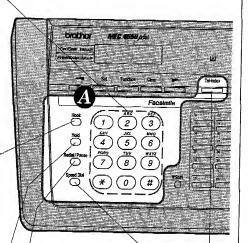
This key lets you dial telephone and fax numbers without lifting the handset.

### 3. Hold

You can use this key to put a call on hold. (See page 31.)

### 4. Redial/Pause

This key redials the last number called. (See page 39.) This key is also used to insert a pause in auto dial numbers. (See pages 25, 31.)
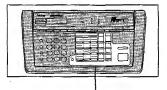
### 5. Speed Dial

This key lets you dial previously stored Speed Dial phone numbers by entering a two-digit number. (See pages 25–27, 31.)

### 6. Tel-index

This key allows you to look up numbers stored in the dialing memory alphabetically. (See page 32.)

## ❻ ONE TOUCH, PRINTER AND COPY AREA
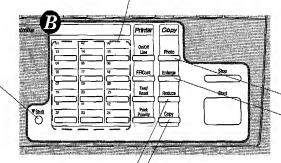
### 7. *Shift*

This key is used to access the "13" through "24" One Touch keys. (See page 24.) In the printer mode when **Shift** is pressed together with **Test/Reset**, it resets and restores the MFC to the factory default settings. (See page 111.)

### 8. *One Touch Dial Keys*

These 12 keys give you instant access to previously stored phone numbers.
(See pages 24, 25, 31.)

### 9. Reduce

This **Reduce** key will reduce copies depending on the ratio you select: 100%, 93%, 87%, 75%, and 50%. You can also use the Auto Reduction function to have the MFC automatically calculate the reduction ratio that fits the size of your paper. (See page 131.)

### 11. Enlarge

This **Enlarge** key will enlarge copies depending on the ratio you select: 200%, 150%, 125%, 120% and 100%. You can also use the Auto Reduction function to have the machine automatically calculate the reduction ratio that fits the size of your paper. (See page 131.)

### 10. Copy

Press this key to make a copy. (See pages 129–132.)

### 12. Photo

This key is used to copy photographs. (See page 132.)

### 13. On/OffLine

This key is used to turn the printer online (ready to receive PC data) and offline (not ready to receive PC data) alternately. When the printer is online, the LCD displays ONLINE. (See page 110.)

### 16. FF/Cont

When the LCD shows REMAINED DATA, you can turn the MFC OFFLINE and then press this key to print the data that is in the memory. Also, it clears some operation and machine errors. (See pages 110-111.)
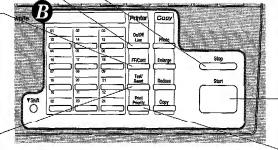
### 14. Stop

This key stops a fax, cancels an operation, or exits from function mode. (See page 8.)

### 15. Start

Use this key to start an operation, such as sending a fax. (See page 37.)
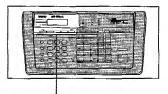
### 17. Test/Reset

This key is used to print a test page. When it is pressed together with **Shift**, it clears data from the printer memory, cancels an error status, and then resets and restores to the factory default settings. (See page 111.)

### 18. Print Priority

When this key is pressed all faxes will be received into memory without first printing and can be printed later. This key also increases the memory available for printing. (See page 111.)

**19.** ◀ *(Left Arrow)*

This key moves the LCD cursor to the left. It also allows you to back up one step when you are in function mode (see page 7) or Telephone Index (see page 32).

**20.** ▶ *(Right Arrow)*

This key moves the LCD cursor to the right, and it also lets you advance one step when you are in function mode (see page 7) or Telephone Index (see page 32).

**21. Liquid Crystal Display**
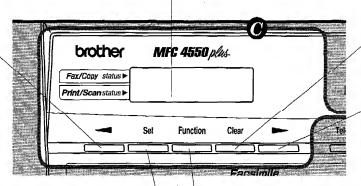
The LCD displays messages (On-Screen Programming) that will help you set up and operate your MFC. The upper row shows fax and copy status and the lower row shows printer and scanner status. (See page 7.)

**22. Clear**

This key deletes entered data or backs up one step in function mode. (See page 8.)

brother    **MFC 4550 plus**

Fax/Copy status ▶

Print/Scan status ▶

◀    Set    Function    Clear    ▶    Tel

Facsimile
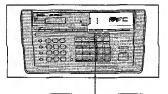
**23. Set**

This key is used for storing a function setting into the MFC. (See page 8.)

**24. Function**

This key accesses the function and programming mode (OSP), so you can alter various settings. (See page 7.)

## ⊘ LCD & USER SETUP AREA

### 25. Mode
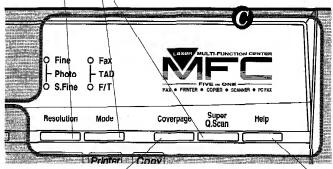
This key is used to specify how the MFC should handle incoming calls. (See page 61.)

### 27. Resolution

This key is used to set the resolution requirements when sending a fax. (See page 35.)

### 26. Super Q.Scan

This key enables you to scan in your originals at twice the normal speed, by storing them in the memory before actual transmission. (See page 40.) When it is pressed, Broadcasting is available. (See pages 43–44.) When **Super Q.Scan** is pressed together with **Shift**, Multi-Transmission is available. (See pages 44–45.)

○ Fine   ○ Fax
├ Photo  ├ TAD
○ S.Fine ○ F/T

Laser MULTI-FUNCTION CENTER
MFC
FIVE in ONE
FAX ● PRINTER ● COPIER ● SCANNER ● PC FAX

Resolution   Mode   Coverpage   Super Q.Scan   Help

Printer   Copy

### 28. Coverpage

This key is used to send a Cover Page as the first page of a fax transmission. (See pages 54–55.)

### 29. Help

Press this key whenever you want a quick reference Help List printed. This Help List will give you information on how to perform settings for a function, how to register information, or how to get basic information. (See pages 7, 14.)

## 2. HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY ▦
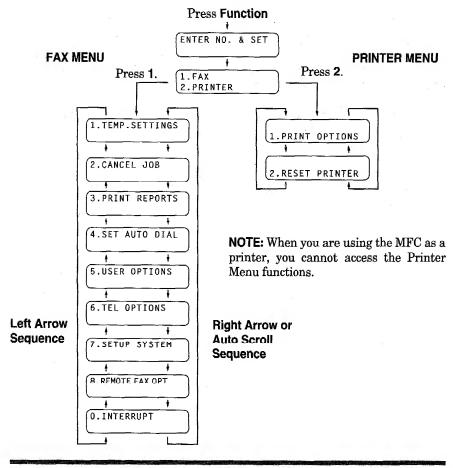
### *User-friendly Programming*

We have designed your MFC with on-screen programming and a **Help** key, user-friendly programming that helps you take full advantage of all the functions your MFC has to offer.

We created step-by-step on-screen prompt messages on the LCD to help you program your MFC. All you have to do is follow the prompt instructions as they guide you through the function menu selections and programming options and settings.

### *Using the Function Mode to Access On-screen Programming (OSP)*

You can access the Function mode by pressing **Function** and waiting for two seconds. Then select FAX or PRINTER by pressing **1** or **2**.

Press **Function**

┌──────────────────────┐
│ ENTER NO. & SET │
└──────────────────────┘

**FAX MENU**                                    **PRINTER MENU**

Press **1.**   ┌──────────┐   Press **2.**
               │ 1.FAX    │
               │ 2.PRINTER│
               └──────────┘

┌─────────────────────┐          ┌──────────────────────┐
│ 1.TEMP.SETTINGS     │          │  1.PRINT OPTIONS      │
├─────────────────────┤          ├──────────────────────┤
│ 2.CANCEL JOB        │          │  2.RESET PRINTER      │
├─────────────────────┤          └──────────────────────┘
│ 3.PRINT REPORTS     │
├─────────────────────┤
│ 4.SET AUTO DIAL     │          **NOTE:** When you are using the MFC as a
├─────────────────────┤          printer, you cannot access the Printer
│ 5.USER OPTIONS      │          Menu functions.
├─────────────────────┤
│ 6.TEL OPTIONS       │
├─────────────────────┤
│ 7.SETUP SYSTEM      │
├─────────────────────┤
│ 8.REMOTE FAX OPT    │
├─────────────────────┤
│ 0.INTERRUPT         │
└─────────────────────┘

**Left Arrow Sequence**

**Right Arrow or Auto Scroll Sequence**

When you enter Function mode, your MFC will display a list of Level One Functions to choose from (see pages 10 through 14 for these Level One Functions), as seen on the previous page.

These function options will appear one after the other on the display. You can then choose one of these options by pressing **Set** when the option you want appears on the LCD.

You can also move through the function menu options at a faster rate by pressing ▶ (right arrow). (See page 5 to locate this key on your Control Panel.) When you find the option you want, press **Set**.

After you press the Level One Function number, then press the Level Two Function number associated with each option (refer to pages 10 through 14).

To exit function mode, press **Stop**. If you selected the wrong menu and want to return to the previous step, press **Clear**.
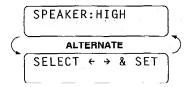
### *Shortcut*

The functions in this manual list each step in detail, showing the LCD display prompts after you press each key: **Function, 1** (FAX)—OR—**2** (PRINTER), Level One number, and Level Two number. Then you are in the function where you must either use the < or > to select an option or enter the information using the dial pad.

To bypass LCD displays and go directly into the function without waiting, do not pause between the above four key strokes. For example, the shortcut to access the DATE/TIME function is: Press **Function, 1, 7, 1**.

Once you are comfortable with skipping these LCD displays, you can program most functions directly from the Function Selection Table (see pages 10–14).

## *Alternating Displays for On-screen Programming (OSP)*

```
┌─────────────────────┐
│  SPEAKER:HIGH       │
└─────────────────────┘
      ↑ ALTERNATE ↓
┌─────────────────────┐
│  SELECT ← → & SET   │
└─────────────────────┘
```

When you see alternating displays, the LCD will usually alternate between the currently selected option, and a help message giving brief instructions on how to proceed. The example shows the current speaker volume is high and prompts you to use ◄ (left arrow) and ► (right arrow) to change the setting, and then to press **Set** to store it.

## *Function Selection Table*

If you have a basic understanding of how to program your MFC, you can perform most of the programming settings without this Operations Manual. To help you understand the function selections, options, and settings that are found in your MFC programs, we have the following Function Selection Table.

Read through this table to gain a basic understanding of what your new Multi-Function Center can do, and then the next section will begin instructing you how to use On-Screen Programming.

## <1. FAX MENU FUNCTIONS>

| Level one function | Level two function | Explanation of Options | Factory setting | Page |
|---|---|---|---|---|
| 1. TEMP. (TEMPORARY) SETTINGS | 1. TIMER | Use TIMER to send your documents at a later time. | —— | 42–43 |
| | 2. POLLING | Polling is the process of retrieving faxes from another machine. ON/OFF | OFF | 89–94 |
| | 3. CALL RESERVE | You can send a fax and then talk to the recipient using the CALL RESERVE function. ON/OFF. | OFF | 56–57 |
| | 4. CONTRAST | There are three types of contrast settings. Usually the AUTO setting is acceptable. But if you want to send or copy an especially light or dark document, you should change this setting. AUTO: Default is AUTO. Contrast setting always reverts to AUTO after one transmission. S. LIGHT:To send very light documents. S. DARK: To send very dark documents. | AUTO | 36 |

| Level one function | Level two function | Explanation of Options | Factory setting | Page |
|---|---|---|---|---|
| 1. TEMP. (TEMPORARY) SETTINGS | 5. RESOLUTION | If you need to send a set of originals at various resolutions, this function will allow you to set the required resolution page by page. (If all documents are the same resolution, use the Resolution key. See page 1-6 #27.) STANDARD/FINE/S. FINE/PHOTO | STAN-DARD | 49–50 |
| | 6. OVERSEAS MODE | If you have trouble when sending overseas, you may want to set OVERSEAS MODE to ON. ON/OFF | OFF | 48 |
| 2. CANCEL JOB | | If you wish to cancel a job that has been set with the timer, a polled job etc., use this function. | | 47 |
| 3. PRINT REPORTS | See page 121 for a list of reports. | You can print several different lists and reports, which are available under function item 3. PRINT REPORTS. | | 121–127 |
| 4. SET AUTO DIAL | 1. ONE-TOUCH DIAL | If you register names and numbers on One Touch dial keys, you can dial a number automatically just by pressing a One Touch key. (Max. of 24 locations) | — | 24–25 |
| | 2. SPEED-DIAL | If you register names and numbers as Speed Dial numbers, you can dial a number automatically just by pressing Speed Dial key and a two-digit number using the dial pad. (Max. of 36 locations) | — | 25–26 |
| | 3. SETUP GROUPS | This is used for setting up a group number used for broadcasting. | — | 27–29 |
| 5. USER OPTIONS | 1. SMOOTHING | Smoothing enhances the appearance of incoming faxes. If you set SMOOTHING to ON, you will receive messages with the smoothing enhancement. ON/OFF | ON | 65 |
| | 2. BEEPER | You can adjust the volume of the beeper with this function. OFF/LOW/HIGH | LOW | 23 |

| Level one function | Level two function | Explanation of Options | Factory setting | Page |
|---|---|---|---|---|
| **5. USER OPTIONS** | 3. COVERPG ON/OFF | If you set COVERPAGE to ON, you can send your documents with a Cover Page generated by your MFC. When the COVERPAGE setting is ON, you can select a Cover Page comment. ON/OFF | OFF | 53–54 |
| | 4. ERROR RE-TX | If you set ERROR RE-TRANSMISSION to ON, the MFC automatically resends the page once an error occurs. ON/OFF | OFF | 59 |
| | 5. REDUCTION | You can avoid having your incoming data separated by printing a reduced copy of the incoming document. The reduction methods are AUTO or Fixed ratio: AUTO/100%/93%/87%/75% | AUTO | 67 68 |
| | 6. RCD PAPER | You can select one of three sizes of paper. The MFC automatically will adjust the size of the incoming fax document or original document so that it fits the paper size you have selected. LETTER/LEGAL/A4 | LETTER | 66 |
| | 7. TONER SAVE | You can extend the life of the toner by conserving its use. ON/OFF | OFF | 70 |
| | 8. SLEEP MODE | This mode reduces the power consumption when the MFC is idle. The time period before the MFC drops into the mode is user selectable. | 00MIN | 17 |
| | 9. PRINT DENSITY | You can adjust Print Density with this function. | —— | 69 |
| **6. TEL OPTIONS** | 1. TONE/PULSE | There are two different dial types and you must select the type of signal suitable for your telephone line. TONE/PULSE | TONE | 19 |
| | 2. RING DELAY | This is the number of rings before the MFC answers the call when in F/T or Fax Mode. 0/1/2/3/4 rings | 2 | 62–63 |
| | 3. SPEAKER VOLUME | You can adjust the speaker volume with this function. OFF/LOW/HIGH | LOW | 71 |

| Level one function | Level two function | Explanation of Options | Factory setting | Page |
|---|---|---|---|---|
| 6. TEL OPTIONS | 4. F/T RING TIME | F/T RING TIME sets the time for the "double-ring" in F/T mode. 10/20/30/60 seconds | 20 | 63-64 |
| | 5. RING VOLUME | The settings are OFF/LOW/HIGH. | HIGH | 72 |
| | 6. DISTINCTIVE | If you have distinctive ringing service from your phone company, you can use this function to register the ringing pattern of your fax number. And if you set it to ON, you can use the registered number as a fax number only. OFF/ON/SET | OFF | 82-84 |
| | 7. CALLER ID | You can display the last 30 Caller IDs that are stored in the memory. | —— | 85-86 |
| 7. SETUP SYSTEM | 1. DATE/TIME | If you enter the date and time in 24-hour format, the LCD will display the date and time and they will be printed on outgoing faxes. | 01/01/1999 00:00 | 20 |
| | 2. DAILY TIMER | If you frequently have delayed jobs, all for execution at same time each day, you can program that time. Once you register it, you do not have to enter that time, just set Timer Transmission in temporary settings. | 00:00 | 41 |
| | 3. INTERVAL | You can select the time interval at which the activity report is printed. 6/12/24 hours, 2/4/7 days, OFF | OFF | 123-124 |
| | 4. STATION ID | You can enter your name or company name, fax number and telephone number in STATION ID. It is printed at the top of each page of every outgoing fax. It is also printed on the automatic Cover Page. | —— | 21 |
| | 5. REMOTE CODE | If you enter a REMOTE CODE, you can activate or deactivate the MFC from a remote telephone. ON/OFF | ON *51(ACT.) #51(DEACT.) | 75-76 |
| | 6. SET COVERPAGE | You can register your own two custom comments on the Cover Page. | —— | 51-52 |

| Level one function | Level two function | Explanation of Options | Factory setting | Page |
|---|---|---|---|---|
| 7. SETUP SYSTEM | 1. MF LINK | When you use the application software included into the MFC, you can select if your PC connected to your MFC will receive voice and fax messages. ON/OFF | ON | See the Multi-Function Link Pro Online Documentation |
| 8. REMOTE FAX OPT | 1. FAX STORAGE | You can store the incoming fax messages in the memory. Then you can use the convenient remote control functions. ON/OFF | OFF | 95-96 |
| | 2. FAX FWD/ PAGING | You can choose either PAGING, FAX FORWARDING or OFF. PAGING ON will cause the MFC to page you when it receives a fax message. FAX FORWARDING ON will cause the MFC to send any stored faxes that are received to another predetermined fax number. OFF/FAX FORWARD/PAGING | OFF | 98-100 |
| | 3. REMOTE ACCESS | You can register the REMOTE ACCESS CODE (three digits) allowing you remotely operate the MFC. (Example: Retrieving an incoming fax message) | 159* | 101 |
| | 4. PRINT FAX | You can print incoming faxes that were stored in memory. | | 105 |
| 0. INTERRUPT | ——— | You can send a fax without canceling the Timer or Polled Waiting, even if there are documents in the feeder, by "interrupting" it. | —— | 46 |

## <2. PRINTER MENU FUNCTIONS>

| Level one function | Level two function | Explanation of Options | Factory setting | Page |
|---|---|---|---|---|
| 1. PRINT OPTIONS | 1. INTERNAL FONT | You can print resident fonts to check and confirm font types. | —— | 117 |
| | 2. CONFIGURATION | Printer settings and status are listed here. | —— | 118 |
| 2. RESET PRINTER | 1. FACTORY SET | You can restore factory default settings and temporary settings for the printer back to factory default settings. | —— | 119 |
| | 2. HEX DUMP MODE | If you set HEX DUMP MODE, all the PC data is printed in hexadecimal. | —— | 120 |

## *Using the Help Key*

Press this key to print a quick reference Help List. The Help List will tell you how to perform settings for a function, how to register information or, how to get basic information for sending or receiving faxes, copying and printing. When you don't have this Operations manual with you or when you want some information quickly, you can press **Help** to get a list of basic operating procedures.

You can request a printout whenever the MFC meets the following conditions:

- While the LCD displays the date and time.
- While the MFC is timer waiting.
- While the MFC is polled/polling waiting.
- While the MFC is at level one or two of the function menu.
- While you are using the phone.

**NOTE:** You cannot print the Help List while the MFC is printing data from the PC.

## How to Enter Text in Function Mode

Dial pad keys have three or four letters printed above them. The keys "0", "1", "#" and "*" have no printed letters.

**By pressing the appropriate dial pad key the correct number of times, you can access the character you want.** When you are setting certain functions, such as the Station ID, you will have to enter text into your MFC.

| Key | once | twice | three times | four times | five times |
|-----|------|-------|-------------|------------|------------|
| 2 | A | B | C | 2 | A |
| 3 | D | E | F | 3 | D |
| 4 | G | H | I | 4 | G |
| 5 | J | K | L | 5 | J |
| 6 | M | N | O | 6 | M |
| 7 | P | Q | R | S | 7 |
| 8 | T | U | V | 8 | T |
| 9 | W | X | Y | Z | 9 |

Let's say that you want to enter the initials "BR". Follow the example on the next page.

**KEYS TO PRESS**

**THE DISPLAY WILL SHOW:**

```
NAME:
```

```
ENTER & SET
```

1. Press **2** twice to enter the letter **B**.

```
NAME:B
```

2. Press **7** three times to enter the letter **R**.

```
NAME:BR
```

3. Press **Set**.

---

**FOR YOUR INFORMATION**

1. If you want to enter a blank space, press ▶ (right arrow) twice.

2. If you entered a letter incorrectly and want to change it, you can use ◀ (left arrow) to move the cursor back. When you reach the letter, you can enter a new one in it's place. You can only overwrite letters, not insert them, so you may have to go back and overwrite a lot of letters if you forget to enter a letter.

3. If you have to enter a character that is assigned to the same dial pad key as the previous character, press ▶ (right arrow) to move the cursor to the right.

---

### How to Enter Special Characters, Symbols and Punctuation Marks in Function Mode

**0** key ------------- ÄËÖÜÀÇÈÉO

**\*** key ------------- (space) !"#$%&'()*+,-./

**#** key ------------- :;<=>?@[]^_

The "0" key contains all the accented characters. The "\*" and the "#" key are used for punctuation marks and symbols. Let's say that you want to enter the Symbol "&". Follow the example on the next page.

| | |
|---|---|
| | NAME:JAMES _ |
| 1. Press * to show a list of characters. | MARK-_!"#$%&'( )* |
| 2. Press *, *, *, *, *, * (six times). | MARK- !"#$%&'( )* |
| 3. Press ► (right arrow). | NAME:JAMES &_ |

## *How to Set the Sleep Time*

The sleep mode reduces the power consumption when the MFC is idle. The time period before the machine drops into sleep mode is user selectable.

Using the dial pad, you can select the time period before the MFC drops into sleep mode (from 00 to 99 minutes).

The sleep timer is automatically reset when a fax is received, the MFC starts to copy, or the MFC is receiving PC data. The factory setting is 0 minute.

Use the following sequence to set the sleep time.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 01/01/1999 00:00<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **5**. | 5.USER OPTIONS |
| 5. Press **8**. | 8.SLEEP MODE |
| | SLEEP TIME:00MIN |

6. Enter sleep time (00 to 99) using dial pad. Example: 05.

```
SLEEP TIME:05MIN
```

7. Press **Set**.

```
8.SLEEP MODE
```

8. Press **Stop** to exit.

---

**NOTICE**

- Sleep Mode is activated when the heater stops. However, the cooling fan will continue to run until the MFC has cooled down. The actual time before the fan stops will vary depending upon operating conditions.

- It will take approximately 12 to 30 seconds for the MFC to warm up from the sleep mode before you can start printing or copying. The LCD will show WARMING UP during this time. When it is ready it will automatically start the last job you have entered.

**NOTE:** The cooling fan will continue to run until the temperature of the MFC reaches a certain level. Even after the heater stops, the MFC will have to warm up before copying and printing.

## 3. FUNCTION SETTINGS

This chapter is included in both the Setup Manual and this Operations Manual. If you read the Setup Manual first, you may have completed these function settings already. There are some settings, such as the date and time, you should set on your MFC before you begin using it. Once entered, these settings will remain in the MFC until you change them. You can begin customizing the settings by pressing **Function** on the control panel. This activates the function mode and On-Screen Programming prompts. You can complete a variety of settings in this mode.

### Setting the Dialing Mode (Tone/Pulse)

Your MFC supports both tone (multi-frequency) and pulse (rotary) dialing. It is initially set to TONE, so you do not have to change the setting if you use that kind of line. If you are using a pulse dial line, you can change the setting to PULSE by following the steps below:

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 01/01/1999 00:00<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | ☐.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **6**. | 6.TEL OPTIONS |
| 5. Press **1**.<br>After two seconds you will be prompted to select pulse or tone. | 1.TONE/PULSE<br><br>DIALING:TONE<br><br>SELECT ← → & SET |
| 6. Press ◄ (left arrow) or ► (right arrow) to find the dialing mode that matches your telephone line.<br>Example: PULSE. | DIALING:PULSE |
| 7. Press **Set**. | 1.TONE/PULSE |
| 8. Press **Stop** to return to the date and time. | |

## Setting the Date and Time

Your MFC shows the date and time on the display and prints it on every fax page you send. You can set the date and time in function mode.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 01/01/1999 00:00<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | ①.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **7**. | 7.SETUP SYSTEM |
| 5. Press **1**. | 1.DATE/TIME |
| | ENTER YEAR:<u>X</u>X |
| 6. Enter the last two digits of the year.<br>Example: **98**. | ENTER YEAR:98 |
| | ENTER MONTH:<u>X</u>X |
| 7. Enter two digits for the month. (JAN =<br>01, OCT = 10, etc.)<br>Example: **09**. | ENTER MONTH:09 |
| | ENTER DAY:<u>X</u>X |
| 8. Enter two digits for the day.<br>Example: **12**. | ENTER DAY:12 |
| | ENTER TIME:<u>X</u>X:XX |
| 9. Enter the time in 24-hour format.<br>Example: **15:25** (3:25 P.M.). | ENTER TIME:15:25 |
| 10. Wait for two seconds. | 1.DATE/TIME |
| 11. Press **Stop** to exit and to view the new<br>date and time. | 09/12/1998 15:25<br>ONLINE |

## Setting the Station ID

The Station ID is for identification purposes. Here you can store your name, fax number, and telephone number. Your MFC prints this information on the electronic Cover Page and every fax page you send.

- The telephone number that you stored above is used only for the Call Back Message and the Cover Page features.

- If you do not enter a fax number, no additional information can be entered.

- When you want to enter a space, use ▶ (right arrow). You can back up to type over mistakes by using the ◀ (left arrow).

- If Station ID has been programmed, then after Step 5 the name will be displayed with the prompt "1" to change "2" to exit. Press "1" to change information. Press "2" to exit from the function.

   

|   |   |
|---|---|
|   | ```09/12/1998 15:25```<br>```ONLINE``` |
| 1. Press **Function**. | ```ENTER NO. & SET``` |
| 2. Wait for two seconds. | ```1.FAX```<br>```2.PRINTER``` |
| 3. Press **1**. | ```1.FAX``` |
| 4. Press **7**. | ```7.SETUP SYSTEM``` |
| 5. Press **4**.<br>You will be prompted to enter your fax number. | ```4.STATION ID``` |
|   | ```FAX:```<br>↕<br>```ENTER & SET``` |
| 6. Enter your fax number (up to 20 digits). Example: **4155554444**. | ```FAX:4155554444_``` |
| 7. Press **Set**.<br>You will be prompted to enter your telephone number. | ```TEL:```<br>↕<br>```ENTER & SET``` |

8. Enter your telephone number (up to 20 digits).

```
TEL:4155554445_
```

If your telephone number and fax number share the same line, enter the same number again.
Example: **4155554445**.

9. Press **Set**.
You will be prompted to enter your name or company's name.

```
NAME:
```

```
ENTER & SET
```

10. Enter your name using the dial pad (up to 20 characters).
Example: **BROTHER**.

```
NAME:BROTHER
```

By pressing the appropriate dial pad key the correct number of times, you can access the character you want. For example, press **2** twice to enter B.

Refer to the section "How to Enter Text in Function Mode" on pages 15–17.

11. Press **Set** to confirm the entry.

```
4.STATION ID
```

12. Press **Stop** to return to the date and time.

---

**NOTICE**

The Telephone Consumer Protection Act. of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machines or such business, other entity, or individual.

To program this information into your MFC, complete the steps on the previous page.

## Setting the Beeper Volume Level

If the beeper setting is LOW or HIGH, it will "beep" every time you press a key, make an error, or at the end of sending or receiving a fax.

The initial setting on your MFC for the beeper is LOW. If you do not want the beeper on, select OFF, and if you want it loud, select HIGH.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | [1].FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **5**. | 5.USER OPTIONS |
| 5. Press **2**. | 2.BEEPER |
| | BEEPER:LOW |
| | ( SELECT ← → & SET ) |
| 6. Press ◄ (left arrow) or ►- (right arrow) until you get the setting you want. Example: OFF. | BEEPER:OFF |
| 7. Press **Set**. | 2.BEEPER |
| 8. Press **Stop** to return to the date and time. | |

## *Storing the One Touch Dial Numbers*

You can dial numbers automatically by storing telephone or fax numbers as One Touch dial numbers. You can also store names with the numbers so when you call, you can verify the destination by the name on the display. You can store a maximum of 24 numbers. To access numbers 13 to 24, hold down the **Shift** key. For example, One Touch location "13" is accessed by pressing **Shift** and the "01" One Touch key simultaneously. Here is how to store a telephone number as a One Touch dial number:

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | [1].FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **4**. | 4.SET AUTO DIAL |
| 5. Press **1**. | 1.ONE-TOUCH DIAL |
| | SELECT ONE-TOUCH |
| 6. Press the **One Touch** key where you want to store a number.<br>Example: **One - Touch 05**. | *05:<br>ENTER & SET |
| **NOTE:** The One Touch keys are <u>not</u> the keys on the dial pad. | |
| 7. Enter a number (up to 20 digits).<br>Example: **14155551212**. | *05:14155551212_ |
| 8. Press **Set**.<br>You then will be prompted to enter the name or company associated with this number. | NAME:<br>ENTER & SET |
| 9. Enter the name using the dial pad (up to 15 characters).<br>Example: **NJ OFFICE**.<br>(See pages 15–17.) | NAME:NJ OFFIC<u>E</u> |

34

10. Press **Set**.

TYPE:FAX

SELECT ← → & SET

11. Select the type of number (FAX, TEL, F/T, CHAIN) using ◄ (left arrow) or ► (right arrow) to display the type you want. (See For Your Information on page 29.) Example: FAX.

TYPE:FAX

12. Press **Set**.

13. Return to Step 6 to enter another number, or press **Stop** to return to the date and time.

SELECT ONE-TOUCH

**Helpful Hints**     If you must wait for a dial tone to access an outside line, or at one or more points during a long credit card dialing sequence, you can insert a pause by pressing the **Redial/Pause** key. When you press **Redial/Pause**, a dash "-" will appear on the display. By storing the numbers with a pause, you can create a delay of 3.5 seconds.

## Storing the Speed Dial Numbers

When you store a phone or fax number as a Speed Dial number, you must enter **a two-digit number**, from 01 to 36 using the dial pad keys. For example, you can not enter "5". You must enter "05". You can store as many as 36 Speed Dial numbers.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25 ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX 2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **4**. | 4.SET AUTO DIAL |
| 5. Press **2**. | 2.SPEED-DIAL |
| | SPEED-DIAL? #_ |

6. Use the dial pad to enter a two-digit number.
   Example: **05**.

```
SPEED-DIAL? #05

#05:
ENTER & SET
```

7. Enter the number (up to 20 digits).
   Example: **5555151**.

```
#05:5555151_
```

8. Press **Set**.
   You will be prompted to enter the name or company associated with this number.

```
NAME:
ENTER & SET
```

9. Use the dial pad to enter a name (up to 15 characters).
   Example: **MANCHESTER**.
   (See pages 15–17 for entering text.)

```
NAME:MANCHESTER
```

10. Press **Set**.

```
TYPE:FAX
SELECT ← → & SET
```

11. Select the type of number (FAX, TEL, F/T, CHAIN) by using ◄ (left arrow) or ► (right arrow) to display the type you want.
    Example: TEL. (See page 29.)

```
TYPE:TEL
```

12. Press **Set**.

```
SPEED-DIAL? #_
```

13. You are ready to enter another Speed Dial number. Or press **Stop** to return to the date and time.
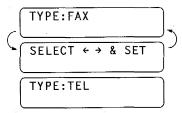
**Helpful Hints**
- Print the All Dial List to make sure you have stored the correct numbers. (See page 125.) This list will contain the type of number: FAX, TEL, F/T, or CHAIN.

- **Even if there is a loss of electrical power to your MFC, the telephone and fax numbers you have stored will not be lost.**

- If your MFC is connected to a PBX and you must first access an outside line, you must insert an additional number followed by a pause before the fax or telephone number to access an outside line.

### When You Wish to Change the Stored One Touch and Speed Dial Numbers

When you try to set up a One Touch key or Speed Dial number that is already in use, you will be asked if you wish to change it or to exit so you can select a different One Touch or Speed Dial number. This display does not appear if the One Touch key or Speed Dial number you chose is not assigned.

1. Press **1** to assign a new number to the One Touch key or Speed Dial number, or press **2** to choose a different One Touch key or Speed Dial number.

```
*05:NJ OFFICE
```
```
1.CHANGE   2.EXIT
```

2. If you are replacing an existing number with a new one, the old number and name will appear in the display. Press **Clear** to erase the old number and name. Then, enter the new number and name and press **Set** to store the entry.

### Memory Storage/Temporary Battery Back Up

Your MFC is equipped with an internal battery that will keep the date and time information for up to two hours after power has been cut off. After that time, the date and time will be lost and you will have to reenter the information. All other settings in the SET AUTO DIAL, USER OPTIONS and SETUP SYSTEM functions (see pages 10–13) are stored permanently until you change them and will be retained even in the event of a power failure. However, the faxes stored in the memory during Out-of-Paper Reception and Memory Transmission will be lost when the power is disconnected.

## Setting Up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch key. (This is called Broadcasting.) You must store each fax number first as a One Touch or Speed Dial number. Then you can combine the stored numbers into a Group.

You can have up to six smaller Groups (each group uses up a One Touch key) or you can assign up to 59 numbers if you want one large Group. You can use the same stored number in several groups. Groups can have a name up to 15 characters long.

| **KEYS TO PRESS** | **THE DISPLAY WILL SHOW:** |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **4**. | 4.SET AUTO DIAL |
| 5. Press **3**. | 3.SETUP GROUPS |
| | SELECT ONE-TOUCH |
| 6. Press the One Touch key where you wish to store the number.<br>Example: select One Touch "01" as a group. | SETUP GROUP:G0<br>ENTER & SET |
| 7. After two seconds, enter a number for the group, using the dial pad.<br>Example: **1**. | SETUP GROUP:G01<br>G01:<br>ENTER & SET |
| 8. Enter the One Touch or Speed Dial numbers in this group.<br>Example: #03, #05, *02.<br>**NOTE:** Press the Speed Dial key and dial pad keys for Speed Dial numbers, and the One Touch keys for One Touch numbers. | G01:#03#05*02_ |
| 9. Press **Set**. | NAME:<br>ENTER & SET |
| 10. Enter the group's name.<br>Example: **BROTHER**. | NAME:BROTHER |

11. Press **Set**.

12. Press **Stop** to return to the date and time.

                                              ＊:One-Touch
                                              #:Speed Dial

**Helpful Hints**    See pages 43–44 for Broadcasting procedure. You can print a list of all One Touch numbers and Speed Dial numbers. Group numbers will be listed under One Touch numbers. (See page 125.)

---

## FOR YOUR INFORMATION

### *Types of Numbers*

When you store a number as a One Touch or as a Speed Dial number, you have a choice of choosing the type of number. There are four options:

1. FAX   (A fax number)
2. TEL   (A telephone number)
3. F/T   (Both a fax number and a telephone number)
4. CHAIN   (A number, usually an access code, for chain dialing).

### *Chain Dialing*

Chain dialing is used to store a very long dialing sequence. You can spread the number over two or more keys if you register the first key(s) in the sequence as type "Chain." **Chain tells the system that the dialing sequence is not completed and that there is more to follow.** The last key in the sequence must be any other dial type (either FAX, TEL or F/T). You can use any combination of One Touch, Speed Dial and manually dialed numbers in a chain.

If you must wait for another dial tone at any point in the dialing sequence, store a pause at that point in the number by pressing the Pause/Redial key. (If you need a pause that is longer than 3.5 seconds, call Brother Customer Service Center at 1-800-284-4329 (USA), 1-800-853-6660 (from within Canada) for assistance.)

When you are ready to dial the chain number, simply press the keys one after the other in sequence and then press the **Start** key.

Chain dialing makes using access codes easy. Sometimes you may want to choose from among several long-distance carriers when you make a call; rates may vary depending upon the time and destination. To take advantage of low rates, you can store the access code of a long-distance carrier as you would a regular number and register it as a "chain" number. Then to dial, press this (access code) number followed by the regular number and Start key.

You can set up chain dialing for phone/credit card numbers, the same way. However, **when using chain dialing, do <u>NOT</u> send a cover page because your credit card number will be on it.**

## 4. USING THE MFC AS A TELEPHONE

Your MFC can be used to make regular telephone calls. You can dial numbers manually, by pressing the dial pad keys, or by using One Touch or Speed Dialing.

### Manual Dialing

1. Pick up the handset, or press **Hook**.
2. When you hear a dial tone, you can begin dialing by pressing the dial pad keys.
3. If you used **Hook** to dial, pick up the handset when the call is answered.

### One Touch Dialing

1. Pick up the handset, or press **Hook**.
2. When you hear a dial tone, press the **One Touch** key.
3. If you used **Hook**, pick up the handset when the call is answered.

If you try to use a One Touch number that has not been stored on the key you pressed, you will hear a warning sound and the display will say, NOT REGISTERED. The display will return to normal after two seconds.

### Speed Dialing

1. Pick up the handset or press **Hook**.
2. When you hear a dial tone, press **Speed Dial** and then press the two-digit Speed Dial number.
3. If you used **Hook**, pick up the handset when the call is answered.

---

**FOR YOUR INFORMATION**

#### Using Hold, Pause, # with the Telephone

- Press **Redial/Pause** to insert a 3.5 second pause between numbers.

- Press **Hold** to put a call on hold. You can replace the handset without disconnecting the call. You must pick up the MFC's handset to release the call from **Hold**.

- Press # to switch the dialing type from "pulse" to "tone" temporarily. This key also is used for push-button services, such as those offered by banks, credit card companies, or paging services.

---

**On Hook Dialing**

When you make a call using **Hook**, you can listen to the other end through the one-way speaker of the MFC, but the other party can not hear you unless you pick up the handset. Also, if you press **Hook** again before you pick up the handset, the call will be disconnected.

## Searching the Telephone Index

Once you have stored a name and number as a One Touch number or as a Speed Dial number, you can search for that name alphabetically using the Telephone Index. You can dial a number directly from the Telephone Index.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Tel-Index**. | TEL.INDEX<br>ONLINE |
| 2. Use the dial pad to enter the first character of the stored name, and press ◄ (left arrow) or ► (right arrow) to find the name. | NJ OFFICE<br>ONLINE |
| 3. Pick up the handset, or press **Hook**. | |
| 4. Press **Start** to begin dialing.<br><br>- Return the handset to its cradle or press **Hook** to cancel the call. | NJ OFFICE<br>ONLINE |
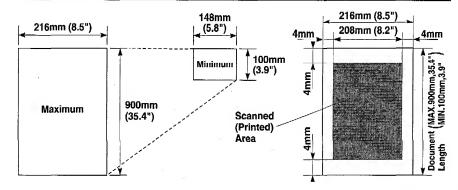
## A) DOCUMENT BASICS

### The Size of Your Documents



The size of the documents you want to send by fax should not be larger (or smaller) than your MFC can accommodate. The documents should each be between 5.8 and 8.5 inches (148 and 216 mm) wide and between 3.9 and 35.4 inches (100 and 900 mm) long.
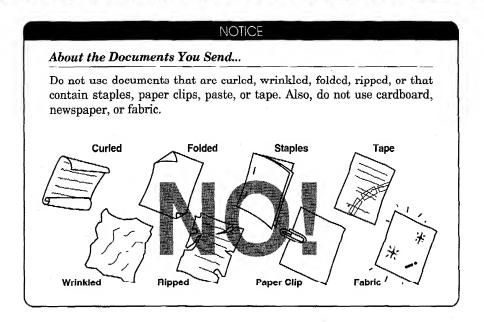
The maximum width of the scanned area, that can be printed on the recording paper of the recipient's fax, is 8.2 inches (208 mm).

### How to Insert the Document

To send a fax, first insert the document you wish to send, face down, in the document feeder. The top edge of the document should go in first, or the fax will be received upside down.

To prevent the document from skewing as it is fed, adjust the paper guides to fit the width of the document.

**NOTICE**

## About the Documents You Send...

Do not use documents that are curled, wrinkled, folded, ripped, or that contain staples, paper clips, paste, or tape. Also, do not use cardboard, newspaper, or fabric.



## The Auto Document Feeder (ADF)

The Auto Document Feeder (ADF) automatically feeds documents (**up to 30 pages**) into the MFC, one at a time. The thickness and weight of the documents should fall into the following categories:

Thickness: For one sheet: $2.8 \times 10^{-3}$ to $4.7 \times 10^{-3}$ inches (0.07 to 0.12 mm).
For multiple sheets: $2.8 \times 10^{-3}$ to $3.9 \times 10^{-3}$ inches (0.07 to 0.10 mm).

Weight: For one sheet: $0.07 \times 10^{-3}$ to $0.121 \times 10^{-3}$ lbs/inch$^2$ (52 to 85 g/m$^2$).
For multiple sheets: $0.07 \times 10^{-3}$ to $0.114 \times 10^{-3}$ lbs/inch$^2$ (52 to 80 g/m$^2$).

As a reference, please note that the paper used for this manual has the following thickness and weight:
Thickness: $3.1 \times 10^{-3}$ inches (0.08 mm)
Weight: $0.091 \times 10^{-3}$ lbs/inch$^2$ (64 g/m$^2$)

Before inserting documents into the document feeder, fan the sheets of paper to make sure the documents are not stuck together. Then tap the leading edge on a flat surface so all the pages are even when placed in the feeder. Make sure you always place the documents in face down.

**Setting the Resolution (Temporary Setting)**

You can choose a setting (STANDARD, FINE, SUPERFINE, or PHOTO) for the resolution any time before you press **Start** or **Copy** . You can choose a setting by pressing the **Resolution** key. (o means light off. -ʌ- means light on.)

| | | |
|---|---|---|
| **STANDARD** | o Fine<br>├ Photo<br>o S.Fine | The STANDARD resolution can be used for most typewritten text. When the STANDARD setting is on, both lights are off.<br>Transmission speed is normal. |
| **FINE** | -●- Fine<br>├ Photo<br>o S.Fine | The FINE resolution is an ideal setting to use if you want to send documents that have small print. When the FINE setting is on, the FINE light will be lit.<br>Transmission speed is slower than STANDARD. |
| **SUPERFINE** | o Fine<br>├ Photo<br>-●- S.Fine | The SUPERFINE resolution is a good setting to use for documents with very small print or artwork. When the SUPERFINE setting is on, the S. FINE light will be lit.<br>Transmission speed is slower than FINE. |
| **PHOTO** | -●- Fine<br>├ Photo<br>-●- S.Fine | The PHOTO resolution is ideal for sending documents that have varying shades of gray, such as photographs. The PHOTO setting is on when both lights are lit.<br>Transmission speed is slower than FINE. |

To set different resolutions for each page of a multipage document, refer to "Multiple Resolution Transmission" on pages 49–50.

**Setting the Contrast (Temporary Setting)**
The MFC has automatic contrast control, but if you are sending or copying a document that is very light or very dark, you may want to set the contrast yourself.

Use SUPER LIGHT to send a very light document.
Use SUPER DARK to send a very dark document.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | ```09/12/1998 15:25```<br>```ONLINE``` |
| 1. Insert the documents face down into the feeder. | ```FAX: NO. & START```<br>```SCAN READY```<br>```COPY: PRESS COPY```<br>```SCAN READY``` |
| 2. Press **Function**. | ```ENTER NO. & SET``` |
| 3. Wait for two seconds. | ```1.FAX```<br>```2.PRINTER``` |
| 4. Press **1**. | ```1.FAX``` |
| 5. Press **1**. | ```1.TEMP.SETTINGS``` |
| 6. Press **4**.<br>The display will alternate messages. | ```4.CONTRAST```<br>```CONTRAST:AUTO```<br>```SELECT ← → & SET``` |
| 7. Use ◄ (left arrow) or ► (right arrow) to select one of the settings, AUTO, S.LIGHT, or S. DARK.<br>Example: S.LIGHT. | ```CONTRAST:S.LIGHT``` |
| 8. Press **Set**. | ```4.CONTRAST``` |
| 9. Press **Stop** to exit. | ```FAX: NO. & START```<br>```ONLINE```<br>```COPY: PRESS COPY```<br>```ONLINE``` |

Then start the fax sending operation (see page 37) or copy (see page 129).

## B) BASIC FAX TRANSMISSIONS

### *Sending a Fax*

There are three basic ways to send a fax:

1) Manual transmission:

You can talk or listen to the other party before you send a fax by picking up the handset and dialing the number. After the other party has finished talking and has pressed the **Start** button, you will be able to send your fax by pressing your **Start** key and placing the handset in its cradle. (If you call and all you hear is the chirping sound of a fax machine, you can go ahead and press your **Start** key, and then replace the handset.)

2) Automatic transmission:

You can send a fax without picking up the handset or without pressing **Hook** by dialing the fax number and then pressing **Start**.

a. One Touch Dialing
Press one of the One Touch keys. (The numbers must be stored beforehand. See pages 24–25.) Then press **Start**.

b. Speed Dialing
Press **Speed Dial**, then use the dial pad to enter a two-digit number. For example, press **05** for five. (The numbers must be stored beforehand. See pages 25–26.) Then press **Start**.

c. Telephone Index
You can use Tel-Index to make telephone or fax calls. (See page 32.)

3) Delayed transmission:

It is possible to send documents at a later time by using the TIMER function. (See pages 42–43.)

### *Talking to the Other Party When Sending a Fax*

When you are sending a fax manually and you hear the recipient's voice instead of fax tones, you can use the handset to have a conversation. If you want to then send a fax, ask the other party to press **Start** and when you hear fax tones you can press **Start** to begin sending your fax.

*Sending FAX*

## *Sending a Fax Automatically*

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Insert the documents face down into the feeder. | FAX: NO. & START<br>SCAN READY<br><br>COPY: PRESS COPY<br>SCAN READY |
| 2. Enter a fax number.<br>Example: One Touch dialing. | NJ OFFICE<br>ONLINE |
| 3. Press **Start**. | DIALING<br>ONLINE |
| | SENDING        P.01<br>ONLINE |

## *Sending a Fax Manually*

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Insert the documents face down into the feeder. | FAX: NO. & START<br>SCAN READY<br><br>COPY: PRESS COPY<br>SCAN READY |
| 2. Pick up the handset or press **Hook** and listen for the dial tone. | ENTER FAX NO.<br>ONLINE<br><br>PRESS START KEY<br>ONLINE |
| 3. Enter the fax number.<br>You can use manual dialing, One Touch dialing, Speed Dialing, or Tel-Index. | NJ OFFICE<br>ONLINE |
| 4. When you hear a fax tone, press **Start**.<br>Your MFC will begin sending the documents. | SENDING<br>ONLINE |
| 5. Return the handset to its cradle, if you did not use **Hook**. | |

## Automatic and Manual Redialing

If a number you have dialed is busy or your call did not go through for some other reason, you can redial that number. There are two ways to redial: "automatic" and "manual." Automatic redialing can be used only for faxes that were sent using automatic transmission—not for telephone calls. The MFC automatically will redial the number 3 times at 5 minute intervals before giving up. It will redial the last dialed number when you press **Redial/Pause** (manual redialing).

---
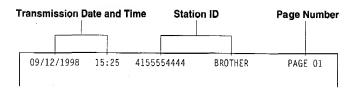
### FOR YOUR INFORMATION

#### Optional Settings When You Send a Fax Manually

- Resolution (See pages 35, 49–50.)
- Contrast (See page 36.)
- Cover Page (See pages 50–55.)
- Overseas Mode (See page 48.)
- Call Reservation (See pages 56–57.)

#### Printing Page Headers

Your MFC can print a page header on the top of every fax you send. It is printed on the receiving party's fax paper. It contains the date and time of transmission, your fax number and name (Station ID), and page number. Of course you must register your Station ID beforehand for that information to be available. (See pages 21–22.)

| Transmission Date and Time | | Station ID | Page Number |
|---|---|---|---|
| 09/12/1998 | 15:25 | 4155554444 | BROTHER | PAGE 01 |

Sending FAX

## C) ADVANCED FAX TRANSMISSIONS

### *Sending a Fax by Using Super Quick-Scan (Memory Transmission)*

If you are faxing a set of documents that are confidential in nature or you just need your original documents back right away, you do not have to stand at the MFC and wait for the transmission of each page to be completed. You can use **Super Q.Scan** in order to get your original documents back before transmission.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Insert the documents into the feeder. | FAX: NO. & START<br>SCAN READY<br><br>COPY: PRESS COPY<br>SCAN READY |
| 2. Press **Super Q.Scan**.<br>The display will indicate how much memory is available. | MEMORY          100%<br>ONLINE<br><br>ENTER FAX NO.<br>ONLINE |
| 3. Enter the fax number. | NJ OFFICE<br>ONLINE |
| 4. Press **Start** to begin scanning the documents into memory. Once completed, the MFC will dial the destination. | MEMORY          100%<br>ONLINE |

---

**FOR YOUR INFORMATION**

***If You Get a MEMORY FULL Message When Trying to Send a Fax by Using Super Quick-Scan***

If the memory becomes full when scanning page 1 and the display shows PRESS STOP KEY, then press **Stop** to abort the job.

If the memory becomes full on page 2 or more of a multipage document, you will be prompted to press **Start** to send the portion already scanned, or to press **Stop** to abort the job.

## Setting the Daily Timer (for Delayed Transmissions)

The Daily Timer function lets you send a fax at a preset time every day. This is handy for sending delayed jobs that must go out at the same time daily. Once you enter the time, you don't have to enter it again. The setting will stay the same until you change it. So you can use it every day, or only on days when you need it.

```
09/12/1998 15:25
ONLINE
```

1. Press **Function**.

```
ENTER NO. & SET
```

2. Wait for two seconds.

```
1. FAX
2. PRINTER
```

3. Press **1**.

```
1. FAX
```

4. Press **7**.

```
7. SETUP SYSTEM
```

5. Press **2**.

```
2. DAILY TIMER
```

```
ENTER TIME:00:00
```

6. Enter the time in 24-hour format using the dial pad.
   Example: **19:45** (7:45 P.M.).

```
ENTER TIME:19:45
```

7. Wait for two seconds, press **Stop** to exit.

```
2. DAILY TIMER
```

*Sending FAX*

## Delayed Transmission (Temporary Setting)

You can use the timer to send documents at a later time (up to 24 hours later). When the preset time is displayed, accept it or enter a new time if needed. Your MFC also will produce a report, the "Delayed Sending Report," after the fax is sent. You can set up to three different documents for delayed transmission.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Insert the documents into the feeder. | FAX: NO. & START<br>SCAN READY<br><br>COPY: PRESS COPY<br>SCAN READY |
| 2. Press **Super Q.Scan** if you use memory transmission, or you can send your fax normally. | MEMORY 100%<br>ONLINE<br><br>ENTER FAX NO.<br>ONLINE |
| 3. Press **Function**. | ENTER NO. & SET |
| 4. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 5. Press **1**. | 1.FAX |
| 6. Press **1**. | 1.TEMP.SETTINGS |
| 7. Press **1**. | 1.TIMER<br><br>SET TIME=00:00 |
| 8. Accept the displayed time or enter the time in 24-hour format using the dial pad. Example: **19:45** (7:45 P.M.). | SET TIME=19:45 |
| 9. Wait for two seconds. | 1.TIMER |
| 10. Press **Stop**. | ENTER FAX NO.<br>ONLINE<br><br>MEMORY 100%<br>ONLINE |
| 11. Enter the fax number. | NJ OFFICE<br>ONLINE |

12. Press **Start**.
    The MFC will wait until the specified
    time to call.

> 09/12/1998 15:25
> ONLINE

## Broadcasting

By using the numbers you have stored for One Touch dialing, Speed Dialing, or Group dialing, you can send faxes automatically to a maximum of 60 numbers at once. Remember, each Group you created uses up one of the One Touch keys. You cannot broadcast to a number that has not been stored into memory. Use the Telephone Index to help you choose the numbers to which you wish to broadcast. (See page 32.) After transmission is completed, a Broadcast Report will be printed automatically to let you know the results.

### FOR YOUR INFORMATION

#### *Getting Familiar with the Broadcasting Function*

* To stop the broadcast in progress, press **Stop**.

* Enter the chain dialing numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call becomes limited. (You have up to 59 locations you can call with One Touch, Speed Dialing, and group numbers.)

* If the line is busy or for some other reason a connection could not be made while broadcasting, the MFC will redial the number automatically. (See page 39.)

* If the memory is full, press **Stop** to abort the job or press **Start** to send the portion that is in the memory (if more than one page has been scanned.) (See page 40.)

### KEYS TO PRESS

### THE DISPLAY WILL SHOW:

> 09/12/1998 15:25
> ONLINE

1. Insert the documents into the feeder.

> FAX: NO. & START
> SCAN READY

> COPY: PRESS COPY
> SCAN READY

2. Press **Super Q.Scan**.

```
MEMORY          100%
ONLINE
```
```
ENTER FAX NO.
ONLINE
```

3. Enter the One Touch key(s) and/or Speed Dial number(s), one after the other, or a Group number.
Example: Group number.

```
BROTHER
ONLINE
```

4. Press **Start** and the MFC will read the documents into memory, and then start sending faxes to all the numbers you entered.

```
MEMORY          100%
ONLINE
```
```
DIALING
ONLINE
```
```
SENDING        P.01
ONLINE
```

## Sending by Multiple Transmissions

Use this function to send several different faxes to several destinations at once. For example, you can automatically fax "Document A" to one destination and "Document B" to another destination.

This is not to be confused with Broadcasting, which is sending the same document(s) to many destinations.

If you wish, you can combine this function with broadcasting so you can fax different documents to different lists of people at the same time. To do this, store various sets of documents in memory. Then automatically your MFC will fax "Document A" to one list of people and "Document B" to another list of people. You can preset three different documents (including timer transmission) in memory; if you set one timer transmission, multiple transmissions are available for two other destinations.

If you press only **Super Q.Scan** instead of **Shift + Super Q.Scan** for the last document, your MFC will start dialing without waiting for 30 seconds.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|

```
09/12/1998 15:25
ONLINE
```

1. Insert "Document A" into the feeder.

```
FAX: NO. & START
SCAN READY
```
```
COPY: PRESS COPY
SCAN READY
```

44

2. Press **Shift + Super Q.Scan** together to
   send by multiple transmission.
   The display shows remaining memory.

```
MULTI TX      100%
ONLINE
```
```
ENTER FAX NO.
ONLINE
```

3. Enter the fax number. (Or enter a series
   of numbers if you are broadcasting.)

```
NJ OFFICE
ONLINE
```

4. Press **Start** to start scanning documents.

```
MULTI TX      100%
ONLINE
```
```
09/12/1998 15:27
ONLINE
```

5. Insert "Document B" within 30 seconds
   after "Document A" has been scanned. (If
   you wait more than 30 seconds to scan
   another document, the MFC will begin to
   send document "A.") Repeat Step 2, 3, 4
   for document "B".

```
ENTER FAX NO.
ONLINE
```
```
PRESS START KEY
ONLINE
```

6. Repeat Step 1, 2, 3, 4 for document "C".

```
MULTI TX      70%
ONLINE
```

7. After 30 seconds, your MFC will start
   sending the documents.

```
DIALING
ONLINE
```

## *Interrupting the Timer and Polled Job*

You can send a fax without canceling the timer (see pages 42–43) or Polled Waiting with documents in the feeder (see pages 91–92) by "interrupting" it. When you interrupt the Timer to send a "new" set of documents, the MFC will not redial the number automatically if it was busy. Also, you can not use the function mode if you have interrupted the Timer or Polled Waiting: For example, TIMER WAITING with a document in the feeder.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | TIMER WAITING<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **0**. | 0.INTERRUPT |
| 5. Wait for two seconds. | REMOVE DOCUMENT<br>ONLINE |
| 6. Remove documents from the MFC. | INSERT DOCUMENT<br>ONLINE |
| 7. Place the "new" documents into the feeder. | FAX OR COPY<br>ONLINE<br>FUNC 10 TO RESET<br>ONLINE |
| 8. Enter the new fax number for the documents you are sending now, then press **Start**. | DIALING<br>ONLINE<br>SENDING        P.01<br>ONLINE |
| 9. After the transmission is finished, place the "old" documents back into the feeder. | INSERT DOCUMENT<br>ONLINE<br>FAX OR COPY<br>ONLINE<br>FUNC 10 TO RESET<br>ONLINE |
| 10. Press **Function** and **1** and **0** to restore the timer. | 0.INTERRUPT<br>TIMER WAITING<br>ONLINE |

## Canceling a Job

Use the Cancel Job function to permanently remove scheduled tasks such as Polling or Polled Waiting (see pages 91–92) and Timer (Delayed Transmission) (see pages 42–43) from your MFC.

Example: TIMER WAITING with documents in the feeder.

|  |  |
|---|---|
|  | TIMER WAITING<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. |  |
| 3. Press **1**. | 1.FAX<br>2.PRINTER |
| 4. Press **2**.<br>Any waiting jobs that have been set up will appear in the display.<br>If no jobs are waiting to be processed, a NO JOB WAITING message will appear in the display. | 1.FAX<br><br>2.CANCEL JOB<br><br>19:45   NJ OFFIC |
| 5. Use ◄ (left arrow) or ► (right arrow) to select the job you wish to cancel. | SELECT ← → & SET |
| 6. Press **Set**. | 19:45   NJ OFFIC |
| 7. Press **1** to cancel the selected job, or **2** to exit without canceling.<br>If **1** is selected, the job will be canceled and the next job in the queue will appear in the display. | 19:45   NJ OFFIC<br><br>1.CLEAR  2.EXIT |
| 8. To cancel the next job, press **1** again. To exit, simply press **2**. |  |
| 9. Press **Stop** to exit. | 2.CANCEL JOB |

## D) FAX TRANSMISSION OPTIONS

### *Setting the Overseas Mode (Temporary Setting)*

If you experience difficulty with sending faxes overseas, you may want to use the Overseas mode. Using the Overseas mode is an effective way to send faxes overseas.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | ```09/12/1998 15:25```<br>```ONLINE``` |
| 1. Insert the documents into the feeder. | ```FAX: NO. & START```<br>```SCAN READY``` |
| 2. Press **Function**. | ```COPY: PRESS COPY```<br>```SCAN READY``` |
| | ```ENTER NO. & SET``` |
| 3. Wait for two seconds. | ```[1].FAX```<br>```2.PRINTER``` |
| 4. Press **1**. | ```1.FAX``` |
| 5. Press **1**. | ```1.TEMP.SETTINGS``` |
| 6. Press **6**. | ```6.OVERSEAS MODE``` |
| | ```OVERSEAS:OFF``` |
| | ```SELECT ← → & SET``` |
| 7. Press ◄ (left arrow) or ► (right arrow) to switch to ON. | ```OVERSEAS:ON``` |
| 8. Press **Set**. | ```6.OVERSEAS MODE``` |
| 9. Press **Stop** to exit. | ```ENTER FAX NO.```<br>```ONLINE``` |
| 10. Then start the fax sending operation. (See page 38.) | ```PRESS START KEY```<br>```ONLINE``` |

After sending your fax, the overseas mode will switch itself OFF.

## *Setting Your MFC for Multiple Resolution Transmission (Temporary Setting)*

This is a temporary setting for the current transmission job only. You can set the resolution of the documents you send by pressing **Resolution**. Once you set the resolution, all the pages will be sent at the same resolution. However, there may be times when you want to send some pages at one resolution, such as STANDARD, and other pages in another resolution, such as PHOTO. If you send all pages in Photo resolution, for instance, it would take a great deal of time. It is better to specify the resolution for each page to minimize transmission time. This is made possible by using the 1.TEMP. SETTINGS function.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Insert the documents into the feeder. | FAX: NO. & START<br>SCAN READY<br>COPY: PRESS COPY<br>SCAN READY |
| 2. Press **Function**. | ENTER NO. & SET |
| 3. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 4. Press **1**. | 1.FAX |
| 5. Press **1**. | 1.TEMP.SETTINGS |
| 6. Press **5**. | 5.RESOLUTION |
| | PAGE 01:STANDARD<br>SELECT ← → & SET |
| 7. Press ◄ (left arrow) or ► (right arrow) to find the resolution you want for the first page of your documents.<br>Example: FINE. | PAGE 01:FINE |
| 8. Press **Set**.<br>Return to Step 6 to set the resolution for page 2 and the following pages. | PAGE 02:FINE |
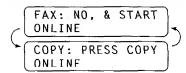
9. When you finish setting the resolution for all your pages, press **Stop**.

```
FAX: NO, & START
ONLINE

COPY: PRESS COPY
ONLINE
```
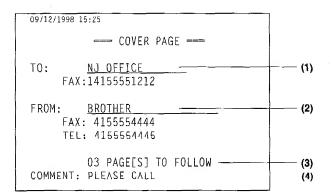
10. Enter the fax number.

11. Press **Start**.

The resolution will revert to STANDARD after the documents have been sent.

### *Sending a Fax with an Electronic Cover Page Message*

An automatic Cover Page will allow you to send details of who the fax is going to, who it is from and when it was sent. This is what the Cover Page looks like:

```
09/12/1998 15:25

        === COVER PAGE ===

TO:       NJ OFFICE                         ──── (1)
          FAX:14155551212

FROM:     BROTHER                           ──── (2)
          FAX: 4155554444
          TEL: 4155554445

          03 PAGE[S] TO FOLLOW  ─────────── (3)
COMMENT: PLEASE CALL                             (4)
```

(1) The "TO" information comes from the One Touch or the Speed Dial memory. If you are dialing manually, the name of the destination will be left blank.

(2) The "FROM" information comes from the Station ID.

(3) The number of pages you are sending. When Cover Page is sent each time by using the automatic settings (see pages 53–54), the number of pages will be left blank. If you have used the temporary Cover Page setting (see pages 54–55), the number of pages you entered will be listed.

(4) Your comments. You may customize the comments (see pages 51–52).

### FOR YOUR INFORMATION

#### *Selecting a Comment for the Cover Page*

You can choose one comment from among six options. The first option is to send no comment at all. The next three are built-in comments, and the last two are ones you can enter yourself. (For more information see below, "Customizing Your Cover Page Comment").

1. COMMENT OFF
2. PLEASE CALL
3. URGENT
4. CONFIDENTIAL
5. (Your own customized comment up to 27 characters.)
6. (Your own customized comment up to 27 characters.)

## *Customizing Your Cover Page Comment*

You can customize the comment on your Cover Page as follows:

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | [1].FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **7**. | 7.SETUP SYSTEM |
| 5. Press **6**. | 6.SET COVERPAGE |
| | 5. |
| | SELECT ← → & SET |
| 6. Press ◄ (left arrow) or ► (right arrow) to select 5 or 6 where you wish to store a comment.<br>Example: 5. | 5. |

7. Press **Set**.

> 5._

8. Enter your customized comment using the dial pad (up to 27 characters). (See pages 15–17 for more details.) Example: TOP SECRET.

> 5.TOP SECRET

9. Press **Set**.

> 6.SET COVERPAGE

10. Press **Stop** to exit.

## Printing a Sample Cover Page

You can print a sample Cover Page to check the format.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **3**. | 3.PRINT REPORTS |
| 5. Press **4**. | 4.COVERPAGE |
| | PRESS START KEY |
| 6. Press **Start**. | PRINTING |

## *To Always Send a Cover Page*

If you often send an automatic Cover Page, you can set it to ON to avoid having to set up the details of the Cover Page each time. Here is how you can switch the setting for the automatic Cover Page to ON (or OFF):

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | [1].FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **5**. | 5.USER OPTIONS |
| 5. Press **3**. | 3.COVERPG ON/OFF |
| | COVERPAGE:OFF |
| | SELECT ← → & SET |
| 6. Press ◄ (left arrow) or ► (right arrow) to choose ON (or OFF). Example: ON. | COVERPAGE:ON |
| 7. Press **Set**. | 1.COMMENT OFF |
| | SELECT ← → & SET |
| 8. If you selected ON, you must select a comment, by pressing ◄ (left arrow) or ► (right arrow). Example: 2.PLEASE CALL. (See pages 54–55.) | 2.PLEASE CALL |
| 9. Press **Set**. | 3.COVERPG ON/OFF |
| 10. Press **Stop** to exit. | |

*Sending FAX*

---

**FOR YOUR INFORMATION**

*Sending an Automatic Cover Page*

If you have the Cover Page ON/OFF setting to ON, the total number of pages will not be printed on the Cover Page. Also, the comment you selected when you set it to ON will be printed on all the Cover Pages you send.

---

### Sending a Fax When the Cover Page Is ON

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | `09/12/1998 15:25`<br>`ONLINE` |
| 1. Insert the documents into the feeder. The display will say COVERPAGE ON for one second. | `COVERPAGE ON`<br>`SCAN READY` |
| | `FAX: NO. & START`<br>`SCAN READY` |
| | `COPY: PRESS COPY`<br>`SCAN READY` |
| 2. Enter the fax number. | `NJ OFFICE`<br>`ONLINE` |
| 3. Press **Start**. Your MFC will begin transmitting the Cover Page and original document. | `SEND COVERPAGE`<br>`ONLINE` |
| | `SENDING      P.01`<br>`ONLINE` |

### Sending a Cover Page (Temporary Setting)

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | `09/12/1998 15:25`<br>`ONLINE` |
| 1. Insert the documents into the feeder. | `FAX: NO. & START`<br>`SCAN READY` |
| | `COPY: PRESS COPY`<br>`SCAN READY` |
| 2. Press **Coverpage**. | `1.COMMENT OFF`<br>`ONLINE` |
| | `SELECT ← → & SET`<br>`ONLINE` |

3. Press ◄ (left arrow) or ► (right arrow) to select the comment you want. Example: 2.PLEASE CALL.

```
2.PLEASE CALL
ONLINE
```

4. Press **Set**.

```
TOTAL PAGES? :00
ONLINE
```

5. Enter the number of pages you are sending. (Enter 00 to leave the number of pages blank.)

```
TOTAL PAGES? :02
ONLINE
```

6. Wait for two seconds.

```
ENTER FAX NO.
ONLINE
```

```
PRESS START KEY
ONLINE
```

7. Enter the fax number.

```
N.1 OFFICE
ONLINE
```

8. Press **Start**.

```
SEND COVERPAGE
ONLINE
```

```
SENDING      P.01
ONLINE
```

**Helpful Hints**
- Even if the Cover Page ON/OFF setting is ON, you can avoid sending an automatic Cover Page by pressing **Coverpage** once to turn off the Cover Page for that transmission.

- If you want the total number of pages sent to be printed on the cover page, press **Coverpage** once to set the COVERPAGE ON/OFF option to OFF. Then press **Coverpage** once again and enter the number of pages. (See pages 53-54.)

*Sending FAX*

### Sending a Fax with Call Reservation (Temporary Setting)
### (Talking to the receiving party after fax transmission)

You can send a fax and then talk to the recipient using the Call Reservation feature. After your fax has been printed on the receiving end, the receiving fax machine will ring as if it were receiving a telephone call. If the recipient picks up the handset, your MFC will ring. Then you can pick up your handset and start a conversation. If you have both Call Reservation and Call Back Message set to ON and the recipient does not pick up the handset when it rings, your MFC will leave a fax message asking the recipient to call you.

---

**FOR YOUR INFORMATION**

*Using the Call Reservation Function*

• There are some fax machines that will not respond to this function.

• When you use auto redialing, you cannot use the Call Reservation function, but if Call Back Message is ON, your MFC will leave a Call Back Message asking the other party call you.

• You cannot use Call Reservation with the Delayed Transmission or with the Polling function.

• **You must register your Station ID number to turn Call Back Message: ON. (See pages 21–22.)**

---

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | `09/12/1998 15:25`<br>`ONLINE` |
| 1. Insert the documents into the feeder. | `FAX: NO. & START`<br>`SCAN READY`<br>`COPY: PRESS COPY`<br>`SCAN READY` |
| 2. Press **Function**. | `ENTER NO. & SET` |
| 3. Wait for two seconds. | `1.FAX`<br>`2.PRINTER` |
| 4. Press **1**. | `1.FAX` |
| 5. Press **1**. | `1.TEMP.SETTINGS` |

6. Press **3**.

```
┌──────────────────────┐
│ 3.CALL RESERVE       │
└──────────────────────┘
┌──────────────────────┐
│ CALL RESERVE:OFF     │
└──────────────────────┘
  ┌──────────────────────┐
  │ SELECT ← → & SET     │
  └──────────────────────┘
```

7. Press ◄ (left arrow) or ► (right arrow) to select Call Reservation ON or OFF. Example: Call Reserve ON.

```
┌──────────────────────┐
│ CALL RESERVE:ON      │
└──────────────────────┘
```

8. Press **Set**.

```
┌──────────────────────┐
│ CALL BACK:OFF        │
└──────────────────────┘
  ┌──────────────────────┐
  │ SELECT ← → & SET     │
  └──────────────────────┘
```

9. Press ◄ (left arrow) or ► (right arrow) to select Call Back Message ON (or OFF). Example: Call Back Message ON.

```
┌──────────────────────┐
│ CALL BACK:ON         │
└──────────────────────┘
```

10. Press **Set**.

```
┌──────────────────────┐
│ 3.CALL RESERVE       │
└──────────────────────┘
```

11. Press **Stop**.

```
┌──────────────────────┐
│ ENTER FAX NO.        │
│ ONLINE               │
└──────────────────────┘
  ┌──────────────────────┐
  │ PRESS START KEY      │
  │ ONLINE               │
  └──────────────────────┘
```

12. Enter the fax number.

```
┌──────────────────────┐
│ NJ OFFICE            │
│ ONLINE               │
└──────────────────────┘
```

13. Press **Start**.

```
┌──────────────────────┐
│ DIALING              │
│ ONLINE               │
└──────────────────────┘
```
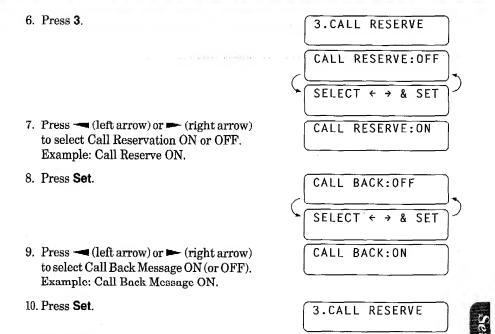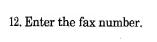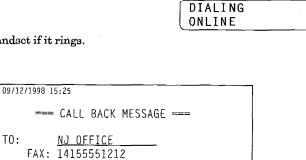
14. Pick up your handset if it rings.

```
┌──────────────────────────────────────────┐
│ 09/12/1998 15:25                           │
│                                            │
│        === CALL BACK MESSAGE ===           │
│                                            │
│ TO:      NJ OFFICE                         │
│      FAX: 14155551212                      │
│                                            │
│ FROM:    BROTHER                           │
│                                            │
│ PLEASE CALL AT [TEL] 4155554445            │
│                [FAX] 4155554444            │
└──────────────────────────────────────────┘
```

*Sending FAX*

## *Printing the Call Back Message*

You can print a sample Call Back Message to check the format.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **3**. | 3.PRINT REPORTS |
| 5. Press **5**. | 5.CALL BACK MSG |
| | PRESS START KEY |
| 6. Press **Start**. | PRINTING |

## *ECM (Error Correction Mode)*

The Error Correction Mode (ECM) is a way for the MFC to check the integrity of a fax transmission while it is in progress. ECM transmissions are possible only between machines that both have the ECM feature. If they do, you may send and receive fax messages that are continuously checked for their integrity.

Sufficient memory must be available in your MFC for this feature to work.

## Error Retransmission

Error Retransmission is helpful when the receiving machine does not have ECM. Even though your MFC cannot check the integrity of the message, it will send the affected page(s) again after occurrences of accidental noise have caused an error.

**This feature is available only for memory transmission using Super Q.Scan (see pages 40, 42-45).**

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | ⑴.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **5**. | 5.USER OPTIONS |
| 5. Press **4**. | 4.ERROR RE-TX |
| | ERROR RE-TX:OFF |
| | SELECT ← → & SET |
| 6. Press ◄ (left arrow) or ►- (right arrow) to choose either ON (or OFF). Example: ON. | ERROR RE-TX:ON |
| 7. Press **Set**. | 4.ERROR RE-TX |
| 8. Press **Stop** to exit. | |

## Next-FAX Reservation

You can use Next-FAX Reservation for sending a fax when the MFC is busy receiving or transmitting from memory. This function saves you from having to wait until the incoming fax has printed or the fax stored in memory has finished transmission. To use the Next-FAX Reservation feature, insert the documents as you normally would and follow a few other simple steps.

## FOR YOUR INFORMATION

- Next-FAX Reservation cannot be used when there are documents in the document feeder awaiting Delayed Transmission or Polled Waiting or when the Interrupt function is in use.

- When you are making a call using Next-FAX Reservation, you can dial manually, or use One Touch, Speed Dial, Redial, or Chain dialing. However, when you use One Touch dialing, the screen will display only the number of the One Touch number you are using, such as "✱01" and not the name of the person you are calling. Similarly, if you use Speed Dialing, the screen will show you only the Speed Dial number, such as "#02".

- You can set the resolution for Next-FAX Reservation by pressing **Resolution**, but you cannot change any settings using the **Function** key. (For example, you cannot change a setting for multiple resolution transmission by using function mode.)

- To cancel a Next-FAX Reservation, remove the documents and press **Stop**.

## KEYS TO PRESS

## THE DISPLAY WILL SHOW:

```
RECEIVING    P.01
ONLINE
```

1. Insert the documents into the feeder.

```
ENTER No & START
SCAN READY
```

2. Enter a fax number.

```
14155551234
ONLINE
```

3. Press **Start**.

```
PRESS SET
ONLINE
```

4. Press **Set**.

```
NEXT-FAX RESERVD
ONLINE
```

```
09/12/1998 15:25
ONLINE
```

```
DIALING
ONLINE
```

- If a One Touch or Speed Dial number is selected that is not stored, a warning beep will sound.

# 6. RECEIVING FAXES AND OTHER CALLS

## A) BASIC SETUP TO RECEIVE FAXES

### *Selecting an Answer Mode*

There are four different answer modes for your MFC. You may choose the mode that best suits your needs by pressing the Mode button repeatedly until you have changed the Fax and F/T lights to the setting you want to use. For more detailed information about a particular mode, please refer to the page number in the right column.

**NOTE:** The lighted indicators mean ○ = not selected ◌̣ = is selected and lit

| Mode | Light | How it works | When to use it | Page # |
|------|-------|--------------|----------------|--------|
| 1. **Manual** (manual receive) | ○ Fax ├ TAD ○ F/T | You control the phone line and must answer every call yourself. | Use this mode when you are using a computer modem on the same line or if you receive very few fax messages. You can also use this mode with Distinctive Ringing. | 62 |
| 2. **Fax** (automatic receive) | ◌̣ Fax ├ TAD ○ F/T | The MFC automatically answers every call as a fax. | For dedicated fax lines. You cannot receive a voice call but you can call out. | 62 |
| 3. **F/T** (Fax/Telephone) | ○ Fax ├ TAD ◌̣ F/T | The MFC controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (double ring) for you to pick up the call. | **This mode is for when you are not using an answering machine. You cannot have an answering machine on the same line, even if it is on a separate jack on the same line. You cannot use the telephone company's Voice Mail in this mode.** | 63 |
| 4. **TAD** (External Telephone Answering Device or machine) | ◌̣ Fax ├ TAD ◌̣ F/T | The answering machine controls the phone line and answers every call. As soon as the TAD answers, the MFC listens for fax tones. If it hears then it will take over the call and receive the fax message. | You must have an external answering machine plugged into the MFC for this mode to work properly. It will not work with the telephone company's Voice Mail services. The TAD mode can be set so you have time to answer calls before the TAD picks up. You do not have to change modes when you are in or out. | 76 |

**\*NOTE:** • In TAD mode the Ring Delay and F/T Ring Time settings on the MFC do not apply! The number of rings is set on the external answering machine, which overrides the settings on the MFC.

• In F/T mode you must set the Ring Delay and F/T Ring Time. If you have extension phones on the line, set the Ring Delay to four rings.

## Manual Reception (Manual Mode)

When you set the Answer Mode to manual, you must answer each incoming call yourself. Here is what you should do when using Manual Mode:

| If You Get a... | Then You Should... |
| --- | --- |
| 1. Regular phone call | Talk as you normally would. |
| 2. Phone call and request to send a fax | Press **Start** when finished talking, and replace the handset. **NOTE:** Sender must also press **Start**. |
| 3. Fax tone... | Press **Start**, and replace the handset. |

## Automatic Fax Only Reception (Fax Mode)

You can automatically receive all your faxes in Automatic Fax Reception mode (Fax light is on). Select this mode by pressing **Mode**.

## Setting the Ring Delay

You can set the number of rings before the MFC will answer the line. You can set 00 to receive incoming faxes without rings.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
| --- | --- |
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **6**. | 6.TEL OPTIONS |
| 5. Press **2**. | 2.RING DELAY |
| | RING DELAY:02 |
| | SELECT ← → & SET |

6. Press ◄ (left arrow) or ► (right arrow) repeatedly until you find the number of rings you want. Example: 00.

```
RING DELAY:00
```
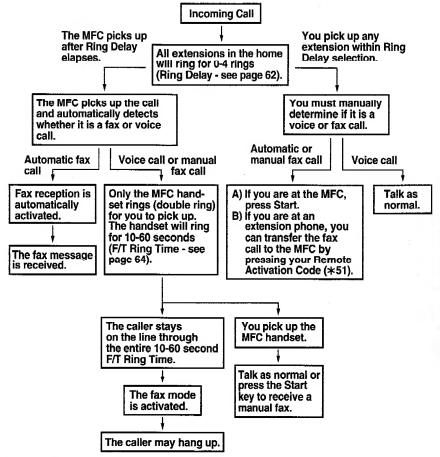
7. Press **Set**.

```
2.RING DELAY
```

8. Press **Stop** to exit.

## *The F/T Switch (Fax/Telephone Mode)*

When you share one line for your telephone and fax application, in the F/T switch mode, the MFC can determine whether an incoming call is a fax or a telephone call. (See Chart below.)

```
                          ┌──────────────┐
                          │ Incoming Call │
                          └──────────────┘
                                 │
  The MFC picks up               ▼              You pick up any
  after Ring Delay   ┌────────────────────────┐ extension within Ring
  elapses.           │ All extensions in the home │ Delay selection.
                     │ will ring for 0-4 rings    │
                     │ (Ring Delay - see page 62). │
                     └────────────────────────┘

  ┌──────────────────────┐              ┌──────────────────────┐
  │ The MFC picks up the call │          │ You must manually     │
  │ and automatically detects │          │ determine if it is a  │
  │ whether it is a fax or voice │       │ voice or fax call.    │
  │ call.                 │              └──────────────────────┘
  └──────────────────────┘
                                        Automatic or
  Automatic fax │ Voice call or manual   manual fax call │ Voice call
  call          │       fax call

  ┌───────────┐ ┌──────────────────┐  ┌──────────────────────┐ ┌──────────┐
  │ Fax reception is │ │ Only the MFC hand- │ │ A) If you are at the MFC, │ │ Talk as │
  │ automatically │ │ set rings (double ring) │ │   press Start.       │ │ normal. │
  │ activated.  │ │ for you to pick up.  │ │ B) If you are at an   │ └──────────┘
  └───────────┘ │ The handset will ring │ │   extension phone, you │
                │ for 10-60 seconds    │ │   can transfer the fax │
  ┌───────────┐ │ (F/T Ring Time - see │ │   call to the MFC by   │
  │ The fax message │ │ page 64).          │ │   pressing your Remote │
  │ is received.│ └──────────────────┘  │   Activation Code (∗51). │
  └───────────┘                          └──────────────────────┘

             ┌────────────────────┐  ┌──────────────────┐
             │ The caller stays   │  │ You pick up the  │
             │ on the line through │  │ MFC handset.     │
             │ the entire 10-60 second │ └──────────────────┘
             │ F/T Ring Time.     │
             └────────────────────┘  ┌──────────────────┐
                                      │ Talk as normal or │
             ┌────────────────────┐  │ press the Start  │
             │ The fax mode       │  │ key to receive a │
             │ is activated.      │  │ manual fax.      │
             └────────────────────┘  └──────────────────┘

             ┌────────────────────┐
             │ The caller may hang up. │
             └────────────────────┘
```

**NOTE:** The caller may hang up, but the F/T ringing will continue for 10-60 seconds.

### Setting the F/T Ring Time

You can specify the maximum time you want the MFC to ring (double ring) to notify you after it has answered a telephone call. There are four predefined settings: 10, 20, 30, or 60 seconds. During this time, only the MFC will ring. No other phones on the same line will ring.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **6**. | 6.TEL OPTIONS |
| 5. Press **4**. | 4.F/T RING TIME |
| | RING TIME:20 SEC |
| | SELECT ← → & SET |
| 6. Press ◄ (left arrow) or ►(right arrow) repeatedly until you find the setting you want.<br>Example: 10 SEC. | RING TIME:10 SEC |
| 7. Press **Set**. | 4.F/T RING TIME |
| 8. Press **Stop** to exit. | |

## Smoothing

The smoothing feature enhances the appearance of incoming faxes by making the lines smooth and takes no additional time. This function does not apply to outgoing faxes, or to lists or reports you print. The initial setting is ON.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **5**. | 5.USER OPTIONS |
| 5. Press **1**. | 1.SMOOTHING |
| | SMOOTHING:ON |
| | SELECT ← → & SET |
| 6. Press ◄ (left arrow) or ►  (right arrow) to choose ON or OFF. Example: OFF. | SMOOTHING:OFF |
| 7. Press **Set**. | 1.SMOOTHING |
| 8. Press **Stop** to exit. | |

## *Setting the Size of the Paper*

There are three different settings for the size of the printing paper. The MFC automatically will reduce and print the incoming data according to this setting of the size of the paper in the cassette.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998  15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO.  &  SET |
| 2. Wait for two seconds. | [1].FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **5**. | 5.USER OPTIONS |
| 5. Press **6**. | 6.RCD PAPER |
| | RCD PAPER:LETTER<br>SELECT ← → & SET |
| 6. Press ◄ (left arrow) or ► (right arrow) to select either LETTER, LEGAL or A4. Example: LEGAL | RCD PAPER:LEGAL |
| 7. Press **Set**. | CHANGE REDUCT ?<br>1.YES 2.NO |
| 8. Press **1** to go to the REDUCTION setting in **Function, 1, 5, 5**. (See pages 67–68.) | REDUCTION:AUTO<br>SELECT ← → & SET |
| 9. Press ◄ (left arrow) or ► (right arrow) to select either AUTO, 100%, 93%, 87%, or 75%. Example: AUTO | REDUCTION:AUTO |
| 10.Press **Set**. | 6.RCD PAPER |
| 11. Press **Stop** to exit. | |

Regardless of the actual size of the paper, the MFC will calculate the reduction ratio by this setting. So when you change the size of the paper in the cassette, you must also change this setting to get the correct reduction. Your MFC can be set to receive incoming fax documents on only letter, legal or A4 paper.

## *Printing a Reduced Size Copy of the Incoming Document*

You can avoid separating data even if the document is longer than the paper by using this function to print a reduction of the document. There are two types of reduction: Auto Reduction and Fixed Reduction.

### *Auto Reduction*

Regardless of the original size of the incoming document, it will be reduced so that it fits on one page of paper in your cassette. The MFC will automatically calculate the reduction ratio by taking into account the size of the incoming document and the size of the paper you selected in **Function, 1, 5, 6**. (See page 66.)

### *Using Fixed Reduction Ratios*

You can choose to have incoming documents reduced at a fixed reduction ratio, regardless of the size of the paper. The reduction ratio can be selected from among four choices: 100%, 93%, 87%, or 75%.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **5**. | 5.USER OPTIONS |
| 5. Press **5**. | 5.REDUCTION |
| | REDUCTION:AUTO |
| | SELECT ← → & SET |

*Receive FAX*

6. Press ◄ (left arrow) or ► (right arrow) to select the reduction ratio you want :
   - If you want Auto Reduction, choose "AUTO".
   - Choose 93%, 87%, or 75% if you want Fixed Reduction.
   Example: 93%
   - Choose 100% if you want to record the same size.

> REDUCTION: 93%

7. Press **Set**.

> 5.REDUCTION

8. Press **Stop** to exit.

## NOTICE

- You can use Auto Reduction to reduce incoming documents to fit on one page of paper, only as long as the original document is not longer than legal size. If the original is longer than legal size, the data will not be reduced (see "For Your Information," below) and will carry over to print on a second page.

- When you use Auto Reduction and you receive an incoming document that is smaller than your paper, no reduction will take place.

- When selecting Fixed Reduction, you must consider the size of the paper as registered in **Function, 1, 5, 6**. (See page 66.) If you selected letter size, you can choose a reduction of 93%, 87%, or 75%. If you selected A4 size, you can choose a reduction of only 93% or 87%. And if you selected legal size, you can choose only 93%.

## FOR YOUR INFORMATION

### Selecting the Ratios of Fixed Reduction

| Other party sends you a document the size of... | Your paper size is: | Recommended Reduction Ratio is: |
|---|---|---|
| Letter document (8.5"x11") (mostly domestic communications) | Letter | 93% |
| | A4, Legal | 100% |
| A4 document (8.2"x11.6") (mostly international communications) | Letter | 87% |
| | A4 | 93% |
| | Legal | 100% |
| Legal documents (8.5"x14") | Letter | 75% |
| | Legal | 93% |

**Reception into Memory (Out of Paper Reception)**

If the multi-purpose sheet feeder is empty, the LCD will display the message CHECK PAPER. Add more paper.

Your MFC automatically will store incoming faxes in its memory if it runs out of paper. The contents of the memory will be printed automatically when you replace the paper. The memory will not be lost as long as you do not turn off the MFC or disconnect the power.

## Setting the Print Density

You can set print conditions with the following steps. Press ◄ (left arrow) to make the print lighter and ► (right arrow) to make the print darker. If the print is still too light or too dark, you can adjust it further by turning the Print Density Dial located in the right corner under the top cover. (Remove the drum unit to find the dial. See page 162 for more information.)

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **5**. | 5.USER OPTIONS |
| 5. Press **9**.<br>The display will alternate messages. | 9.PRINT DENSITY |
| | ─■■■■■■□□□□□□+ |
| 6. Use ◄ (left arrow) or ► (right arrow) to change the settings. | SELECT ← → & SET |
| 7. Press **Set**. | 9.PRINT DENSITY |
| 8. Press **Stop** to exit. | |

## Toner Save Function

This function lets you extend the life of the toner by conserving its use. When the Toner Save is set to ON, the print appears somewhat lighter. This feature is also available when copying. The default setting is OFF.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **5**. | 5.USER OPTIONS |
| 5. Press **7**. | 7.TONER SAVE |
| | TONER SAVE:OFF<br>SELECT ← → & SET |
| 6. Press ◄ (left arrow) or ► (right arrow) to select either ON (or OFF).<br>Example: ON. | TONER SAVE:ON |
| 7. Press **Set**. | 7.TONER SAVE |
| 8. Press **Stop** to exit. | |

## Speaker Volume

There are three settings available for the Speaker Volume, OFF, LOW, or HIGH. This setting controls the loudness of the MFC's one-way speaker, which is connected to the phone line. The initial setting is LOW.

<table>
<tr><td><strong>KEYS TO PRESS</strong></td><td><strong>THE DISPLAY WILL SHOW:</strong></td></tr>
<tr><td></td><td>09/12/1998 15:25<br>ONLINE</td></tr>
<tr><td>1. Press <strong>Function</strong>.</td><td>ENTER NO. & SET</td></tr>
<tr><td>2. Wait for two seconds.</td><td>1.FAX<br>2.PRINTER</td></tr>
<tr><td>3. Press <strong>1</strong>.</td><td>1.FAX</td></tr>
<tr><td>4. Press <strong>6</strong>.</td><td>6.TEL OPTIONS</td></tr>
<tr><td>5. Press <strong>3</strong>.</td><td>3.SPEAKER VOLUME</td></tr>
<tr><td></td><td>SPEAKER:LOW</td></tr>
<tr><td></td><td>SELECT ← → & SET</td></tr>
<tr><td>6. Press ◄ (left arrow) or ►- (right arrow) to choose a setting either OFF, LOW, or HIGH.<br>Example: HIGH.</td><td>SPEAKER:HIGH</td></tr>
<tr><td>7. Press <strong>Set</strong>.</td><td>3.SPEAKER VOLUME</td></tr>
<tr><td>8. Press <strong>Stop</strong> to exit.</td><td></td></tr>
</table>

## Ring Volume

You can set the ring volume to either OFF, LOW or HIGH. The initial setting is HIGH. Even if you select OFF, the ring volume will be LOW for F/T ringing, Call Reservation ringing and when the Distinctive Ringing mode is SET.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | ☐.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **6**. | 6.TEL OPTIONS |
| 5. Press **5**. | 5.RING VOLUME |
| | RING VOLUME:HIGH |
| | SELECT ← → & SET |
| 6. Press ◄ (left arrow) or ► (right arrow) to choose either OFF, LOW, or HIGH. Example: LOW. | RING VOLUME:LOW |
| 7. Press **Set**. | 5.RING VOLUME |
| 8. Press **Stop** to exit. | |

## B) REMOTE ACTIVATION

### *What is Remote Activation?*
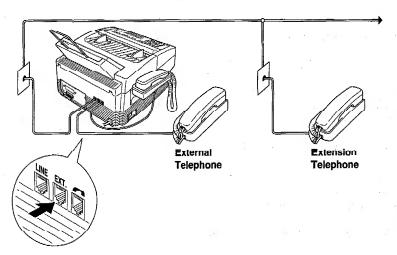
If you answer a call that is a fax message, you can use the Remote Activation Code (✻51) to make your MFC take over the call. If your MFC answers a telephone call that is for you, you can use the Remote Deactivation Code (#51) to pick up the call at an extension phone. (You do not need a code to take over a call at the MFC.) You must use a touch tone phone.



**FOR YOUR INFORMATION**

### *Connecting an External or Extension Telephone*

You may connect an external telephone to your MFC, as shown below. Use the "EXT." jack on your MFC.

Alternatively, you may wish to use this **EXT.** jack to connect a telephone answering device (TAD). An extension phone is a telephone that is plugged into a separate wall jack on the same line.

**External Telephone**

**Extension Telephone**

If the external telephone is in use, the warning message EXT. TEL IN USE will be displayed on the fax LCD. When the handset on the MFC is picked up, an alarm will sound. You can disconnect the external phone and switch to the MFC's handset by pressing **Hook**.

*Receive FAX*

### Using Remote Codes

The Remote Activation Code (✻51) is used in F/T and TAD modes. The Deactivation Code (#51) is used only in F/T mode.

### Using the Activation Code

When you are at the MFC, you will probably answer incoming calls before your MFC or answering machine is programmed to pick up. **If you answer a call and no one seems to be on the line, assume it is a fax message. Do not hang up.** You must activate your MFC to take over the call first. (If you are holding the MFC's handset, just press the Start key and hang up.) If you are on an extension/external phone, **press ✻51 and wait for your MFC to respond before you hang up.** After 3 seconds, you will hear receiving tones (chirps) through the handset of the extension phone. Then hang up. You can repeat the code as many times as needed. Your MFC will take over the call and print the fax message. If your caller wants to talk before sending the fax, you can have a conversation first and then activate your MFC with the code.

The Remote Activation Code can also be used by your callers. When you are using a TAD, your outgoing message (OGM) should end with the statement "to send a fax, press ✻51". (See the section on Connecting a Telephone Answering Device for more information.)

### Using the Deactivation Code

When your MFC is in F/T mode, sometimes it will answer a call that is not fax calling tones (a telephone call or manual fax). It will respond with a **double ring** (short, short) to alert you to take over. Because it has already answered the call, only the MFC will ring, extension phones are no longer connected to the call. Pick up any phone on the line, except an external phone connected to the MFC.

**To take over the call at the MFC:**

Pick up the handset of the MFC and talk to the caller as usual. If no one is there or someone is trying to send you a manual fax, press the **Start** key and replace the handset. Your MFC will display RECEIVING and print the incoming fax message.

**To take over the call at an extension phone:**

Pick up the handset on another telephone and **press #51 quickly during the silence between the double ring pattern.** When the MFC hears the code it will stop ringing and let you speak with the caller. If no one is on the line or someone is trying to send you a manual fax, send the call back to the MFC by pressing the Remote Activation Code (✻51).

## Making the Remote Codes Easier to Use

You can change the codes at any time. It may be easier for you and your callers to press the same key three times (Example: ✱✱✱ and ###). Although you can change the codes to any numbers you want, try to avoid using digits for the Activation Code. The Remote Activation Code cannot match any number you dial. If you try to dial a phone number that includes the Activation Code, your MFC will go into receiving mode.

## *Troubleshooting*

Sometimes other equipment on your phone line reserves a key that is in the Activation or Deactivation code. (Some answering machines reserve the "✱" key.) If the code you use to retrieve messages from your answering machine causes the line to be disconnected, try changing the Remote Codes. Change ✱51 to ### and #51 to 999. The Remote Activation and Deactivation Codes may not work with some telephone systems or telephone sets.

**NOTE:** If you accidentally pick up an extension phone when a fax message is being received, you may disrupt the transmission or render some portions unreadable.

## *Changing and Registering Remote Codes*

The default setting is ON, so the remote codes were turned on for you.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **7**. | 7.SETUP SYSTEM |
| 5. Press **5**. | 5.REMOTE CODE |
| | REMOTE ACT.:ON |
| | SELECT ← → & SET |

6. Press ◄ (left arrow) or ► (right arrow) to choose ON or OFF.
   Example: ON.

REMOTE ACT.:ON

7. Press **Set.**

8. Enter new remote code to activate. (Factory setting is ✳51.) Then press **Set.**

ACT.CODE:✳51

9. Enter new remote code to deactivate. (Factory setting is #51.)

DEACT.CODE:#51

10. Press **Set.**

5:REMOTE CODE

11. Press **Stop** to exit.

## C) CONNECTING A TELEPHONE ANSWERING DEVICE (TAD)

### *How to Use an External TAD with the MFC*

When you have a Telephone Answering Device on the fax phone line, the TAD will answer all the incoming calls. Your Brother MFC will listen in on the line for fax CNG tones. If it hears them, it will take over the call and receive the fax message. If it does not hear fax tones, it will let the TAD continue playing the outgoing message so the caller can leave a voice message.

The TAD must answer within four rings. The MFC cannot hear the CNG calling tones until the TAD answers the call. When the Ring Delay is set for four rings, only 8–10 seconds of CNG calling tones are left for the "handshake." So you must strictly follow the instructions for recording the OGM.
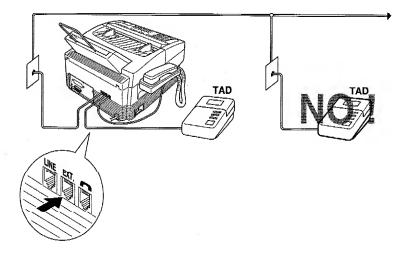
You must erase the incoming messages frequently on your TAD. When the TAD's memory is full it will not answer any incoming calls (fax or voice).

Set the MFC's answer mode to TAD mode (Fax and F/T lights lit). (See page 61.)
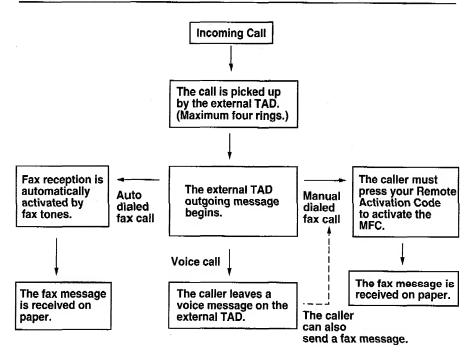
### Connecting an External TAD to the MFC

You may connect an external TAD to your MFC, as shown below. Use the **EXT**. jack on your MFC.

- **Do not connect a TAD elsewhere on the same phone line. This will cause problems because your MFC and TAD will both try to control the line.**

### *Flowchart of External TAD Reception*

```
                        ┌─────────────────┐
                        │  Incoming Call  │
                        └─────────────────┘
                                 │
                                 ▼
                        ┌─────────────────────┐
                        │ The call is picked up │
                        │ by the external TAD. │
                        │ (Maximum four rings.) │
                        └─────────────────────┘
                                 │
                                 ▼
┌──────────────┐  Auto   ┌──────────────┐  Manual  ┌──────────────────┐
│ Fax reception │ dialed │ The external  │ dialed   │ The caller must   │
│ is            │ fax    │ TAD outgoing  │ fax call │ press your Remote │
│ automatically │ call   │ message       │          │ Activation Code   │
│ activated by  │        │ begins.       │          │ to activate the   │
│ fax tones.    │        │               │          │ MFC.              │
└──────────────┘        └──────────────┘          └──────────────────┘
       │                  Voice call │                     │
       ▼                             ▼                     ▼
┌──────────────┐        ┌────────────────┐        ┌──────────────────┐
│ The fax       │        │ The caller      │        │ The fax message   │
│ message is    │        │ leaves a        │        │ is received on    │
│ received on   │        │ voice message   │        │ paper.            │
│ paper.        │        │ on the          │        └──────────────────┘
└──────────────┘        │ external TAD.   │
                        └────────────────┘
                          The caller
                          can also
                          send a fax message.
```

### *TAD Hookup*

There is only one way you can hook up a Telephone Answering Device (TAD) on the fax phone line. The TAD must be plugged into the back of the MFC in the jack labeled EXT. Your MFC cannot work properly if you plug the TAD into a wall jack. Follow these steps:

1. Plug the telephone line cord from the wall jack into the back of the MFC in the jack labeled LINE.

2. Plug the telephone line cord from your TAD into the back of the MFC in the jack labeled EXT. (Double check that the telephone line cord comes from the jack in the TAD for telephone line and not for telephone set.)

3. Put your MFC in TAD mode by turning both the Fax and F/T lights on.

4. Set your TAD to four rings or less. (The MFC's Ring Delay setting does not apply).

5. Turn the TAD's Answer mode to ON.

6. Record the OGM (outgoing message) on your TAD as explained on the next page.

### Recording the TAD's Outgoing Message (OGM)

The TAD's outgoing message is important because it must be set up to handle two kinds of fax receptions: automatic and manual. Timing is important.

1. Record five seconds of silence as the beginning of your message. (Your MFC will be able to hear the fax calling tones, of automatic fax transmissions, before they stop.)
2. Limit your speaking to 20 seconds.
3. End your 20 second message by giving your Remote Activation Code for people sending manual faxes:

   "After the beep, leave a message or send a fax by pressing *51."

**NOTE:** Do not assume that most callers send faxes automatically. Many people do not realize they are not sending fax tones when they lift the handset or press the Hook key. Also, some machines may not send fax tones.

## D) DISTINCTIVE RINGING

### Distinctive Ringing

#### What Is Distinctive Ringing?

Distinctive ringing is a service offered by the telephone carriers that allows you to have several different numbers on one phone line, so you can have a separate number for your MFC. Each number has its own distinctive ringing pattern. This way, when you get an incoming call, you can identify the number being called by its ring. Your local telephone company can provide more information about this service. The service is usually offered as a monthly charge to your normal telephone bill.

#### What Is the Advantage of Using the Distinctive Ringing Function?

Using Distinctive Ringing is the most efficient way to receive both fax and telephone calls on the same line. It is much easier for your callers who dial manually. The MFC will answer with receiving tones so they will not have to press an activation code or wait 30 seconds to hear fax tones (F/T mode). And the people who call to talk on your main number, will not have to talk to your MFC. Basically, it gives you two independent numbers without the higher cost of a second line.

#### Can My MFC Use Distinctive Ringing?

Yes, it has a distinctive ringing function that allows you to register the distinctive ringing pattern of an additional phone number on the line. The number you register must be the number you want to use as your dedicated fax number. Once you register the ringing pattern, the MFC will be able to identify its own incoming calls and automatically receive faxes at that number. You can register only one ringing pattern. There are some ringing patterns that can not be registered.

### *Can I Change the Setting Later?*

Yes, you can change or cancel the distinctive ringing setting at any time. You can switch it OFF temporarily and then turn it back ON. When you move or get a new fax number, change the distinctive ringing mode to SET so you can register the new number.

### *How Will the MFC Treat All Other Numbers?*

If you have registered the distinctive ringing number, the MFC will answer the registered number (with fax receiving tones) and receive faxes automatically. When a call comes in to your main number or to additional distinctive ringing numbers, all the phones will ring. You can set an external answering device (TAD) to answer calls on the other number(s). (See the chart on page 81.)

If you change the answer mode on the MFC to Fax or F/T, that setting will override the Distinctive Ringing setup. **In Fax or F/T modes, your MFC will answer all the phone numbers (including its own ring pattern).**
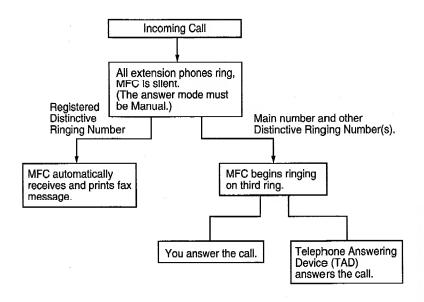
### *External Telephone Answering Device (TAD) Answers Other Number(s) on the Line:*

An external telephone answering device (TAD) can be set up to work with the Distinctive Ringing function. The external TAD must be set to its maximum number of rings (at least 4 ring patterns). Otherwise, it will answer the registered fax number before the MFC has time to recognize the ringing pattern. The external TAD's OGM (outgoing message) will answer your main number(s) if you do either #1 or #2 as follows:

1. Plug the external TAD into the EXT jack of the MFC (you will not hear the first two rings on the MFC). Put your machine in **Manual** mode (Fax and F/T lights off).

2. Plug the external TAD into another phone jack and put the MFC in Manual mode (Fax and F/T lights turned off).

## How Does the Distinctive Ringing Function Work?

Your telephone number will have the standard ring pattern of long long, while the new number could have a ring pattern of short short, long short, etc. When Distinctive Ringing is ON, you will not hear the first two rings of all incoming calls on the MFC. Extension phones will ring as usual. If the MFC recognizes the ring pattern, all ringing will stop and the MFC will answer and automatically receive the fax message. Otherwise, you will hear the extension phones and the MFC continue to ring. The MFC always listens to at least two ring patterns before it answers, so do not pick up the phone during that time. You will quickly learn to recognize the ring pattern for faxes, so you will not be tempted to answer that number. Either you or a telephone answering device can answer the main number(s).

## Flowchart of an Incoming Call

```
                        ┌─────────────────────┐
                        │   Incoming Call     │
                        └─────────────────────┘
                                  │
                        ┌─────────────────────┐
                        │ All extension phones ring,
                        │ MFC is silent.
                        │ (The answer mode must
     Registered         │ be Manual.)
     Distinctive        └─────────────────────┘
     Ringing Number   │                  │      Main number and other
                      │                  │      Distinctive Ringing Number(s).
                      │                  │
         ┌────────────────────┐   ┌─────────────────────┐
         │ MFC automatically  │   │ MFC begins ringing  │
         │ receives and prints fax │ on third ring.     │
         │ message.           │   └─────────────────────┘
         └────────────────────┘      │              │
                            ┌──────────────┐  ┌──────────────────────┐
                            │ You answer   │  │ Telephone Answering  │
                            │ the call.    │  │ Device (TAD)         │
                            └──────────────┘  │ answers the call.    │
                                              └──────────────────────┘
```

**NOTE:** The MFC always listens to at least two ring patterns before it answers, so do not pick up the phone during that time.

### *Which Phone Number Should I Register?*

It is a good idea to keep your old number for its original purpose and to register the new number as your fax number. Remember to give the new fax number to your customers and colleagues.

### *What Must I Do to Set Up Distinctive Ringing?*

To use the Distinctive Ringing feature you must:

1. Get the distinctive ringing service from your telephone carrier.

2. When your distinctive ringing number is available, register it in the function called "Setting the Distinctive Ringing Function."

3. Keep the MFC in **Manual** answer mode (both Fax and F/T lights turned off).

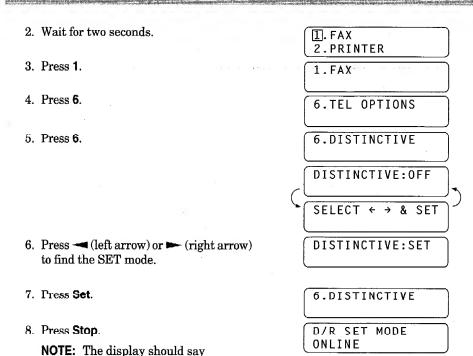### *Setting the Distinctive Ringing Function*

This function is a one-time procedure to register a distinctive ringing number with your MFC. Your MFC will answer the registered number automatically, simulating Fax mode on a dedicated fax line. You can register only **one** number. **Do not try to set up this function if you do not have the distinctive ringing service. It may cause your MFC to malfunction.**

This procedure is in two parts: First, you must put the MFC in SET mode; D/R SET MODE will be on the display screen. Second, you must wait for a friend to call the distinctive ringing number so you can register the ringing pattern. When a call comes in, do not pick up the handset until the MFC's display says PICK UP TO SET. Then pick up the handset. If the caller dialed your distinctive ringing number, press the Start key and check that the display says REGISTERED before you hang up. If the caller dialed the other number, press the Stop key and hang up to try again.

**Before you begin this function:**
1. If your MFC is connected to a telephone answering device or to the telephone company's Voice Mail system, disconnect it before you begin this function.

2. **Have a friend ready to call your distinctive ringing number.**

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998  15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO.  &  SET |

2. Wait for two seconds.

```
┌─────────────────────┐
│ ①.FAX               │
│ 2.PRINTER           │
└─────────────────────┘
```

3. Press **1**.

```
┌─────────────────────┐
│ 1.FAX               │
└─────────────────────┘
```

4. Press **6**.

```
┌─────────────────────┐
│ 6.TEL OPTIONS       │
└─────────────────────┘
```

5. Press **6**.

```
┌─────────────────────┐
│ 6.DISTINCTIVE       │
└─────────────────────┘
```

```
┌─────────────────────┐
│ DISTINCTIVE:OFF     │
└─────────────────────┘
  ┌─────────────────────┐
  │ SELECT ← → & SET    │
  └─────────────────────┘
```

6. Press ◄ (left arrow) or ► (right arrow) to find the SET mode.

```
┌─────────────────────┐
│ DISTINCTIVE:SET     │
└─────────────────────┘
```

7. Press **Set**.

```
┌─────────────────────┐
│ 6.DISTINCTIVE       │
└─────────────────────┘
```

8. Press **Stop**.

   **NOTE:** The display should say **D/R SET MODE.**
Also, the answer mode lights will flash. You must now wait for someone to call the distinctive ringing fax number.

```
┌─────────────────────┐
│ D/R SET MODE        │
│ ONLINE              │
└─────────────────────┘
```

┌─ **Troubleshooting Tip** ──────────────────────────────────────────┐
If your MFC display shows **D/R SET MODE** and you are not in the process of setting up a distinctive ringing number, press the **Stop** key to exit this function. The Settings will remain unchanged.
└────────────────────────────────────────────────────────────────────┘

9. When the phone rings, listen carefully to check that the ringing pattern is the one you want to register. If it is, wait until the display says **PICK UP TO SET**. Then pick up the MFC handset.

```
┌─────────────────────┐
│ PICK UP TO SET      │
└─────────────────────┘
┌─────────────────────┐
│ START TO SET        │
└─────────────────────┘
  ┌─────────────────────┐
  │ STOP TO CANCEL      │
  └─────────────────────┘
```

10. Press **Start** to set. Check that the display says **REGISTERED**.
(If the other number was called, press **Stop** to cancel.)

```
┌─────────────────────┐
│ REGISTERED          │
└─────────────────────┘
┌─────────────────────┐
│ TELEPHONE/FAX       │
│ ONLINE              │
└─────────────────────┘
```

11. Press **Start** again to receive the incoming fax, or if the call is a voice call, talk into the handset.

**After you complete this one-time setup:**

1. The Distinctive Ringing function automatically will be changed from SET to ON. Set the answer mode based upon your needs.

2. Be sure to have a friend call you on <u>both</u> numbers to test that everything is set up correctly.

3. If you do not complete this function by pressing **Start** to register a number, your MFC will stay in D/R SET MODE. So, if you decide <u>not</u> to register a number, you must repeat Steps 1–8 and in Step 6 change the mode to OFF.

## *How to Turn the Distinctive Ringing Function ON or OFF*

The distinctive ringing function is designed to accommodate the distinctive ringing service (a telephone service that provides you with multiple numbers, each with a distinctive ring pattern, on one line). You can change the distinctive ringing function setting to ON or OFF as needed <u>after</u> you have registered the distinctive ringing number in the function called Setting the Distinctive Ringing Function. To change the setting, repeat Steps 1–8 above; Step 6 is where you can select either ON or OFF.

## E) CALLER ID

### *What is Caller ID?*

Caller ID is a telephone service that allows the subscriber to see a display of the caller's phone number (or name in certain states) as the telephone rings. It is a fast way to screen your calls. You can respond quickly to calls you missed, because Caller IDs are received and stored in your MFC's memory.

---

**NOTICE**

To get the Caller ID Service: apply for the Caller ID service at your local telephone company.

The type of service varies from state to state and is determined by your telephone company. Your particular service may display only the caller's phone number or the caller's number and/or name.

---

### *Advantages of Caller ID*

**For Business**
All businesses profit from a quicker response to customer calls. Businesses that provide mail order services, money-lending services or provide confidential information, can protect themselves from false orders or acceptance of false identification.

**At Home**
Residential customers can protect themselves from unwanted calls.

## How Does Caller ID Work?

### The Caller ID Appears on the Display When Your Telephone Rings

As your telephone rings, the Display shows you the caller's phone number (or caller's name in certain states). You will know who is calling before you pick up the handset or before your MFC automatically receives the call. Once you pick up the handset, the caller's ID disappears. If both the caller's phone number and name are received, only the name will appear on the Display. You will see the first 16 characters of the number or name.

**Helpful Hints**
- If OUT OF AREA appears on the Display, it means that the call came from outside your caller ID service area.
- If PRIVATE CALL appears on the Display, it means the caller intentionally blocked the transmission of his/her ID.
- If no caller ID was transmitted to your MFC, CALL PICKUP will remain on the display.

**NOTE:** Please set the number of rings to more than 02 to use Caller ID. If you set the number of rings to 01, you can not receive the Caller ID.

### The Caller ID is Stored in Your MFC's Memory

The MFC can store a maximum of the last 30 incoming caller IDs in the memory, along with the time and date of reception. The 31st call will cause the oldest ID to be erased.

You can scroll through the Caller ID information stored in the memory.

You can also print the Caller ID list and review calls you received by checking the Caller IDs in memory. This report lists the Date, Time, Phone Number (Caller ID), Name (in certain states), and type of call (Comment). (See pages 87–88.)

### Scanning through the Caller IDs Stored in the Memory

You can display the caller IDs that are stored in the memory as follows. (You can skip to Step 6 below by pressing the **Shift** and **Tel-index** keys simultaneously.)

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>UNLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |

3. Press **1**.

<div style="float:right; border:1px solid; padding:4px">1.FAX</div>

4. Press **6**.

<div style="float:right; border:1px solid; padding:4px">6.TEL OPTIONS</div>

5. Press **7**.

<div style="float:right; border:1px solid; padding:4px">7.CALLER ID</div>

6. Press **Set**.

<div style="float:right; border:1px solid; padding:4px">30)1455551212</div>

   The Caller ID of the last call will appear
   on the display.

   - If no ID is stored, the beeper will sound
     and NO CALLER ID will appear on the
     display.

7. Press ◄ (left arrow) or ► (right arrow) key
   to scroll through the Caller IDs in the
   memory.

<div style="float:right; border:1px solid; padding:4px">25)5555151</div>

   In this example, press the ◄ key five
   times.

   - Pressing the ◄ key will cycle backward
     through the stored caller IDs from the
     latest to the oldest. If you press the ◄
     key when the oldest ID appears, the
     latest one will appear. The ► key cycles
     forward.

   - After two seconds, the date and time the
     caller ID was received will appear.

8. Press **Stop** to exit.

---

**FOR YOUR INFORMATION**

*Clearing a Caller ID Stored in Memory*

For effective use of the memory, it is recommended that you clear the Caller
IDs stored in memory by pressing **Clear** when the display shows the
number or name.

---

You can print a listing of the Caller IDs for the last 30 calls received. Both telephone and fax calls will be listed.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|

|  |  |
|---|---|
|  | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | FNTFR NO. & SFT |
| 2. Wait for two seconds. | [1].FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **3**. | 3.PRINT REPORTS |
| 5. Press **9**. | 9.CALLER ID |
| 6. Press **Set** or wait two seconds until you see the prompt at the right. | PRESS START KEY |
| 7. Press **Start**. | PRINTING |

▼ **Sample of Caller ID List**

CALLER ID LIST

TIME : 09/04/1998 14:05
NAME : BROTHER
FAX  : 908-469-4547
TEL  : 908-356-8880

|  | DATE | TIME | CALLER ID | NAME | COMMENT |
|---|---|---|---|---|---|
| 01 | 09/04 | 13:45 | 5551212 | KOUJI TAKEYAMA | TEL RX |
| 02 | 09/04 | 13:45 | 5551212 | KOUJI TAKEYAMA | TEL |
| 03 | 09/04 | 13:45 | 5551111 |  | TEL RX |
| 04 | 09/04 | 13:45 | 5551010 |  | RX |
| 05 | 09/04 | 13:45 | 5552222 |  |  |
| 06 | 09/04 | 13:45 | 5552323 |  |  |
| 07 | 09/04 | 13:45 | 5550000 | SMITH SHARON | TEL RX |
| 08 | 09/04 | 13:45 | 5551212 | KOUJI TAKEYAMA | TEL TX |
| 09 | 09/04 | 13:45 | 5551234 |  | RX |
| 10 | 09/04 | 13:45 | 5551010 | SMITH SHARON | TX |
| 11 | 09/04 | 13:45 | 5550101 | JONES JENNIFER | TEL RX |

**NOTE:** "TX" means Transmit, "RX" means Receive.

CONTENTS OF THE LIST:
- DATE & TIME
- CALLER ID
- NAME (ONLY WHEN AVAILABLE)
- COMMENT

COMMENTS WILL INCLUDE:
- TX means your MFC sent a fax message when it was polled or called.
- RX means your MFC received a fax message (except Polling or Call Reservation).
- TEL means you answered a telephone call at your MFC, external TAD or external phone.
- BLANK means the call was not answered or you answered on an extension phone.
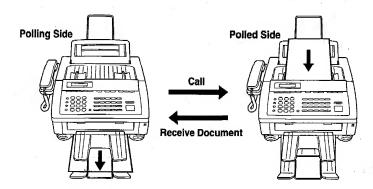
## FOR YOUR INFORMATION

### *What Is Polling?*

Polling is the process of **retrieving** faxes from another fax machine. You may use your MFC to "poll" other machines, or you may ask someone to poll your MFC. The party who polls pays for the cost of the call.

### *How Does It Work?*

First all parties set up their fax machines so that they can accommodate polling. Then one party leaves documents in the fax machine so that the other party can call and have the documents sent to them.

**Polling Side**

**Polled Side**

**Call**

**Receive Document**

### *When to Use Polling*

Use polling to control the cost of who pays for sending a fax.

1. If **you** want to pay for the cost of the call: Send faxes to other parties as you normally would, and if another party has documents to send you, ask if you can poll for them.

2. If you want **others** to pay for the cost of the call: Ask them to poll your MFC for documents they want, and have them fax any documents that you want.

\* There are some fax machines that will not respond to the polling function.

*FAX Options*

**Helpful Hints**  **Using Polling Effectively (Examples)**

**Problem No. 1:** You want another party to send you a long fax, but they do not want to pay for the call.

Solution:  Ask them to leave the document in their fax machine so you can poll for it.

**Problem No. 2:** Sales representatives have difficulty sending faxes to the head office's fax machine because it is busy much of the time.

Solution:  Head office can poll the sales representatives' fax machines.

**Problem No. 3:** Because of the time or location, it is cheaper for someone to call you than it is for you to make the call.

Solution:  Ask the other party to poll for the documents and offer to pay for the call at their lower rate.

## *Polling Another Fax Machine (Calling)*

Once you have set up polling, as described below, and the other party has set their fax machine to POLLED WAITING, you can receive their documents automatically.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| Make sure there are no documents in your feeder. | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1. FAX<br>2. PRINIER |
| 3. Press **1**. | 1. FAX |
| 4. Press **1**. | 1. TEMP. SETTINGS |
| 5. Press **2**. | 2. POLLING |
| 6. Wait for two seconds. | POLLING:OFF<br><br>SELECT ← → & SET |
| 7. Press ◄ (left arrow) or ► (right arrow) to select Polling ON. | POLLING:ON |
| 8. Press **Set**. | 2. POLLING |

9. Press **Stop**.

```
ENTER FAX NO.
ONLINE
```
```
PRESS START KEY
ONLINE
```

10. Enter the fax number.
    Example: One Touch dialing.

```
NJ OFFICE
ONLINE
```

11. Press **Start**.

```
DIALING
ONLINE
```
```
RECEIVING    P.01
ONLINE
```

## Setting Up Polled Waiting (Being Called)

Polled Waiting is when you place a document in your MFC and set it to allow another fax machine to retrieve that document. Your MFC will print a Polled Report after the transmission.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | `09/12/1998 15:25`<br>`ONLINE` |
| 1. Insert the documents into the feeder. | `FAX: NO. & START`<br>`SCAN READY` |
| | `COPY: PRESS COPY`<br>`SCAN READY` |
| 2. Press **Function**. | `ENTER NO. & SET` |
| 3. Wait for two seconds. | `1.FAX`<br>`2.PRINTER` |
| 4. Press **1**. | `1.FAX` |
| 5. Press **1**. | `1.TEMP.SETTINGS` |
| 6. Press **2**. | `2.POLLING` |
| 7. Wait for two seconds. | `POLLING:OFF` |
| | `SELECT ← → & SET` |
| 8. Press ◄ (left arrow) or ► (right arrow) to select Polling ON. | `POLLING:ON` |

*FAX Options*

9. Press **Set**.

> 2.POLLING

10. Press **Stop**.

> PRESS START KEY
> ONLINE

11. Press **Start** and wait for the polling call to come in.

> POLLED WAITING
> ONLINE

## Delayed Polling

You can set the time when you want polling to take place. After you select POLLING:ON, press **Set**, then press **1** and use the dial pad to enter the time when you want polling to take place.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| Make sure no documents are in the feeder. | 09/12/1998 15:25 ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | ⬚.FAX 2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **1**. | 1.TEMP.SETTINGS |
| 5. Press **2**. | 2.POLLING |
| 6. Wait for two seconds. | POLLING:OFF |
| | SELECT ← → & SET |
| 7. Press ◄ (left arrow) or ► (right arrow) to select Polling ON. | POLLING:ON |
| 8. Press **Set**. | 2.POLLING |
| 9. Press **1**. | 1.TIMER |
| | SET TIME=00:00 |
| 10. Enter the time. Example: **19:45** (7:45P.M.). | SET TIME=19:45 |

11. Wait for two seconds.

```
1.TIMER
```

12. Press **Stop**.

```
ENTER FAX NO.
ONLINE
```

13. Enter the fax number.
    Example: One Touch dialing.

```
PRESS START KEY
ONLINE
```

14. Press **Start**.
    The MFC waits until the specified time to call.

```
NJ OFFICE
ONLINE
```

```
09/12/1998 15:25
ONLINE
```

## Setting Up Polled Waiting with Super Quick-Scan

Before pressing **Start**, press **Super Q.Scan** so that you can store your Polled Waiting document in the memory. If you use **Super Q.Scan** to place the Polled Waiting documents into the memory, they will not be erased automatically after they are polled. To erase them you must use the Cancel Job function. (See page 47.)

## Sequential Polling

This function is the reverse of Broadcasting, in which your MFC sends a document to several destinations. In a sequential polling operation, your MFC will request documents from several fax units in a single operation.

After all the polling operations are finished, a Sequential Polling Report will be printed automatically.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|

```
09/12/1998 15:25
ONLINE
```

1. Make sure there are no documents in the feeder.

2. Press **Function**.

```
ENTER NO. & SET
```

3. Wait for two seconds.

```
1.FAX
2.PRINTER
```

4. Press **1**.

```
1.FAX
```

5. Press **1**.

```
1.TEMP.SETTINGS
```

FAX Options

6. Press **2**.

> 2.POLLING

> POLLING:OFF

> SELECT ← → & SET

7. Press ◄ (left arrow) or ►- (right arrow) to select Polling ON.

> POLLING:ON

8. Press **Set**.

> 2.POLLING

9. Press **Stop**.

> ENTER FAX NO.
> ONLINE

> PRESS START KEY
> ONLINE

10. Specify the destination of fax machines, that you wish to poll by using One Touch, Speed Dial, or Group keys.
Example: Group key.

> BROTHER
> ONLINE

11. Press **Start**. Your MFC polls each number or group member in turn for a document.

> DIALING
> ONLINE

## 8. REMOTE FAX OPTIONS

Since the MFC can store incoming data in memory as well as print it, you can use the convenient FAX Forwarding, Paging and Remote Retrieval functions.

### Setting the Fax Storage

Set this function to ON if you want the incoming data to be stored in the memory as well as printed. When the data is stored in the memory, you can use the Fax Forwarding, Paging, and Remote Retrieval functions. It is a good idea to turn the Fax Storage function ON when you go out. The initial setting is OFF.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **8**. | 8.REMOTE FAX OPT |
| 5. Press **1**. | 1.FAX STORAGE |
| | FAX STORAGE:OFF<br>SELECT ← → & SET |
| 6. Press ◄ (left arrow) or ► (right arrow) to select ON (or OFF).<br>Example: ON | FAX STORAGE:ON |
| 7. Press **Set**. | 1.FAX STORAGE |
| 8. Press **Stop** to exit. | |

*FAX Options*

- When you have FAX STORAGE:ON, your incoming faxes will be stored in the memory and the LCD will show the number of incoming calls:

```
FAX IN MEMORY:01
ONLINE
```
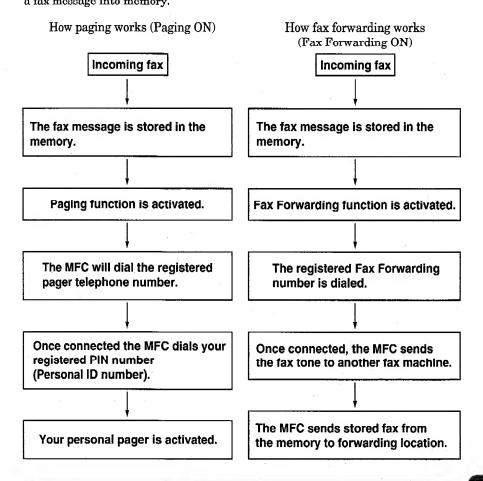
- When you want to change the Fax Storage setting from ON to OFF and fax data is still in the memory, you will get the following message after you select OFF:

```
ERASE ALL FAX?

1.YES 2.NO
```

If you select 1, you will erase all the fax data from the memory and the function will be set to OFF. If you press 2, the data will not be erased, and the setting will remain ON.

Whenever your MFC prints a document for "Back-Up Printing," it will be printed in standard resolution regardless of the resolution in which it was received.

When you set the Fax Storage function in Function menu 1-8-1 to ON (see page 95), you have an additional option of paging or fax forwarding when your MFC receives a fax message into memory.

How paging works (Paging ON)

How fax forwarding works
(Fax Forwarding ON)

| Incoming fax |

| Incoming fax |

↓

↓

| The fax message is stored in the memory. |

| The fax message is stored in the memory. |

↓

↓

| Paging function is activated. |

| Fax Forwarding function is activated. |

↓

↓

| The MFC will dial the registered pager telephone number. |

| The registered Fax Forwarding number is dialed. |

↓

↓

| Once connected the MFC dials your registered PIN number (Personal ID number). |

| Once connected, the MFC sends the fax tone to another fax machine. |

↓

↓

| Your personal pager is activated. |

| The MFC sends stored fax from the memory to forwarding location. |

**NOTICE**

1. You can activate either paging or fax forwarding; they are very similar features and cannot be used simultaneously.

2. If paging is ON, you will be paged every time a fax message is received into the memory.

*FAX Options*

## Setting Up Paging (Registering the Paging Number)

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|

```
09/12/1998 15:25
ONLINE
```

1. Press **Function**.

```
ENTER NO. & SET
```

2. Wait for two seconds.

```
1.FAX
2.PRINTER
```

3. Press **1**.

```
1.FAX
```

4. Press **8**.

```
8.REMOTE FAX OPT
```

5. Press **2**.

```
2.FAX FWD/PAGING
```

6. Press ◄ (left arrow) and ► (right arrow) to select PAGING.

```
OFF
```
```
SELECT ← → & SET
```

7. Press **Set**.

```
PAGING
```

8. Enter a paging number up to 20 digits (this is the telephone number of your pager), followed by two # signs. Do not include the area code if it is the same for your MFC and pager.
Example: **18002844329##**.

```
PAG#:
```
```
ENTER & SET
```
```
#:18002844329##_
```

9. Press **Set**.

10. Enter a PIN (Personal Identification Number), #, press **Redial/Pause**, your MFC telephone number, and ##.
Example: **12345#-19085551234##**.

```
PIN#:
```
```
ENTER & SET
```
```
5#-19085551234##
```

- If you do not use a PIN, you must enter the telephone number of your MFC. Press **Redial/Pause** before entering your MFC's telephone number and add ##.
Example: **-19085551234##**.

11. Press **Set**.

12. Press **Stop** to exit.

- Paging number and PIN number cannot be changed remotely.
- **Redial/Pause** appears as a hyphen on the display.

---

### FOR YOUR INFORMATION

The PIN (Personal Identification Number) you enter depends upon the type of paging company you use. There are generally two types of paging companies:

1) Satellite Pagers: In this case we recommend you enter your actual satellite PIN # plus your return MFC telephone/fax number/or special alpha message.

> PIN#    Return#       PIN#   Alpha Message
>
> For Example: 12345#19085551234##  or  12345#329329329##
>
>                                 FAXFAXFAX

2) Radio Pagers: Most* radio pagers do not require a PIN #, and in this case you should use the PIN # in the MFC only for the return number or special alpha message.

> Return#      Alpha Message
>
> For Example: 19085551234##  or  329329329##
>
>                     FAXFAXFAX

   * If your radio pager utilizes a PIN # then use satellite sequence above.

The "##" symbols at the end of the special message (or return #) are used to signify the end the PIN #/Message.

## Setting Up Fax Forwarding (Registering the Fax Forwarding Number)

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function.** | ENTER NO. & SET |
| 2. Wait for two seconds. | ①.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **8**. | 8.REMOTE FAX OPT |
| 5. Press **2**. | 2.FAX FWD/PAGING |
| | OFF |
| | SELECT ← → & SET |
| 6. Press ◄ (left arrow) and ► (right arrow) to select FAX FORWARD. | FAX FORWARD |
| 7. Press **Set**. | FWD#: |
| | ENTER & SET |
| 8. Enter a fax forwarding number up to 20 digits.<br>Example: **18005551234**. | WD#:18005551234_ |
| 9. Press **Set**. | 2.FAX FWD/PAGING |
| 10. Press **Stop** to exit. | |

## What Is Remote Control Access?

When you leave your home or office, you will turn on your FAX STORAGE to receive fax messages. (See pages 95–96.) But if you would like to activate or deactivate this FAX STORAGE feature, you can control and program your fax by remote control. You can call your MFC from any touch tone phone, enter your remote access code, followed by programming commands.

## Changing the Remote Access Code

The initial setting for the remote access code on your MFC is "159*". You can change this code if you wish or if it conflicts with other equipment codes.

Change the Remote Access Code frequently and use it as a "secret password" to limit access to your REMOTE FAX OPTIONS.

When you use the Remote Access Code, you must press all four keys (three-digit number plus *).

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **8**. | 8.REMOTE FAX OPT |
| 5. Press **3**. | 3.REMOTE ACCESS |
| 6. Enter a three digit number **000** to **999**. The last digit, an asterisk, cannot be changed.<br>Example: **160***.<br><br>The three digit number must not be the same as the remote activation and deactivation codes. (See pages 73–76.) Example: When the remote access code is 160*, don't use 160 or 60* for the activation and deactivation code. | ACCESS CODE:159*<br><br>ACCESS CODE:160* |
| 7. Wait for two seconds. | 3.REMOTE ACCESS |
| 8. Press **Stop** to exit. | |

## How to Use Remote Access and Control Codes

1. Pick up the handset of a remote touch tone phone or fax machine.

2. Dial your MFC's number.

3. When your MFC answers with a beep, immediately press your Remote Access Code (159✱). (See page 101.)

4. If you hear a long beep, it means your MFC has received fax message(s).

   If you do not hear a long beep, it means your MFC did not receive any message(s).

5. As soon as you hear two short beeps, press a Control Command.

   Each time your MFC completes an instruction, it gives two short beeps telling you to enter the next command; if you wait longer than 30 seconds to enter the command, your MFC will disconnect the line. If you perform a wrong operation, you will hear three short beeps.

6. When you are ready to exit remote control mode, press **90** to reset your MFC.

## Remote Fax Retrieval

If you have set your FAX STORAGE: ON to store incoming fax messages, you have the ability to retrieve these fax messages from any remote Group 3 facsimile machine. Remote fax retrieval is accomplished via remote control access commands, which are described in the remainder of this chapter.

---

**FOR YOUR INFORMATION**

### When to Enter the Remote Access Code

Just after the line is connected, you should enter the remote access code from any touch tone phone. Make sure that you enter the remote access code while you do NOT hear the chirping sound of the MFC. If the MFC is set to MANUAL mode, it will answer the call after about 20 rings (about 100 seconds). You will have 30 seconds to press the remote access code or the line will be disconnected.

## Remote Control Commands

You can control your MFC with the following remote control commands.

| Remote control command | Detail Operation |
|---|---|
| 95 Changing Fax Forwarding /Paging setting | |
|    1 OFF | If you hear one long beep, the change is accepted. If you hear three short beeps, you can not change it because the conditions (ex. registering fax forwarding or paging number) have not been completed. You can register your fax forwarding number by using 4. FAX FWD No. (see page 104). Once you have registered the number, the machine automatically will turn to "FAX FWD:ON" mode. To receive a Memory Status List, enter 961 (see page 104). Check the List to make sure the Fax Forwarding number you registered is correct. Then enter the confirmation command 955. Now the MFC will start Fax Forwarding. |
|    2 Fax Forwarding | |
|    3 Paging | |
|    4 FAX FWD No. | |
|    5 FWD No. Confirm | |
|    6 Fax Storage ON | You can set FAX STORAGE ON or OFF. |
|    7 Fax Storage OFF | |
| 96 Retrieve FAX | |
|    1 Memory Status List | You must call from a remote fax machine to receive the Memory Status List or stored fax message(s). (See page 104.) |
|    2 00 Retrieve all FAXES | |
|    2 "MSG No." 00 Retrieve by MSG number | |
|    3 Erase FAX in the memory | If you hear one long beep, you can erase fax message(s) from the memory. |
| 97 Check the receiving status | You can check whether your MFC has received any fax message(s). If yes, you will hear one long beep. If no, you will hear three short beeps. |
|    1 FAX | |
| 98 Change Answer Mode | If you hear one long beep, you can change the Answer Mode. If you hear three short beeps, you can not change it. |
|    1 TAD | |
|    2 F/T | |
|    3 Fax | |
| 90 Exit | The MFC is reset. After a long beep, you can hang up. |

### *Retrieving the Memory Status List and Fax Messages Remotely*

From a remote fax machine, you can retrieve your Memory Status List to see if you have any stored fax messages in the memory. Then you can retrieve all or only specified fax messages that are on the list.

1. Pick up the handset of a remote touch tone fax machine.
2. Dial your MFC's number.
3. When your MFC answers with a beep, immediately press your Remote Access Code (**159✱**).
4. As soon as you hear two short beeps, press **961**.
5. When you hear your MFC through the handset responding with a fax tone, press **Start** and <u>hold</u> the handset if you want to retrieve fax messages also. (If you wish to retrieve only the Memory Status List, <u>replace</u> the handset.)
6. Your remote fax machine will print the Memory Status List. (See page 127.)
7. Look at the Memory Status List to see if there are any fax messages you want to retrieve.
8. Press **96 2** as soon as you hear two short beeps.

   After **96 2**, enter the two-digit message numbers from the Memory Status List (Example: **01**) and end by pressing **00** .

      Example:) To receive NO.1 and NO.2 messages, press **96 2 01 02 00**.

   If you want to retrieve all messages, simply press **00**.

      Example:) To retrieve all fax messages, press **96 2 00**.
9. When you hear your MFC through the handset responding with a fax tone, press **Start**.
10. Replace the handset.
11. Your remote fax machine will print the fax messages.

### *Changing the Fax Forwarding Number Remotely*

1. Pick up the handset of a remote fax machine.
2. Dial your MFC's number.
3. When your MFC answers with a beep, immediately press your Remote Access Code (**159✱**).
4. As soon as you hear two short beeps, press **954**.
5. Enter your new Fax Forwarding number using the dial pad (up to 20 digits). You cannot register ✱ and # as dial numbers. Use ✱ to create a pause between the dial numbers.
6. Press # after entering the new number.
7. As soon as you hear the next two short beeps, press **961**.
8. When you hear your MFC through the handset responding with a fax tone, press **Start** and <u>hold</u> the handset.
9. Your remote fax machine will print the Memory Status List. Look at the list to make sure the new Fax Forwarding number you registered is correct.
10. If the new number is correct, wait for the next two short beeps, and press **955**. (If the new number is incorrect, press **954** and reenter the number beginning at Step 5.)
11. Replace the handset. Your new Fax Forwarding number is activated.

## *Printing a Fax Message*

You can print a fax message that is stored in the memory.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | FAX IN MEMORY:01<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | [1].FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **8**. | 8.REMOTE FAX OPT |
| 5. Press **4**. | 4.PRINT FAX |
| 6. Press **Set**. | PRESS START KEY |
| 7. Press **Start**. | PRINTING |
| | 4.PRINT FAX |

8. Press **Stop** to exit.

### Acceptable Paper

Your MFC can handle paper that has the following specifications.
But please note that you can receive fax messages on only Letter, Legal and A4 paper.
And if you use Legal or A4 sheet, you have to change the Paper Size setting, which is **Function, 1, 5, 6**. (See page 66.)

| Paper Type | Paper Size |
|---|---|
| Cut sheet | A4, Letter, Legal, B5, A5, Executive, Custom size<br>2.75-8.5 x 5-14 inches (70-216 x 127-356 mm) |
| Envelopes | DL, C5, COM-10, Monarch, 9" x 12" |
| Post Card | 2.75-8.5 x 5-11 inches (70-216 x 127-356 mm) |
| Organizer | Day-Timer® J, K, L, M<br>2.75-8.5 x 5-11 inches (70-216 x 127-356 mm) |
| Labels and Transparencies | 2.75-8.5 x 5-14 inches (70-216 x 127-356 mm) |

Paper Capacity in Feeder:
 Multi-purpose
 Sheet Feeder: Up to 22 mm (0.87 inch) in height (up to the mark) Approx. 200 sheets of 75 g/m² (20 lb.) or 50 sheets of 158 g/m² (42 lb.) A4/Letter paper, or 10 envelopes

| | Cut Sheet | Envelope |
|---|---|---|
| Basis Weight | 16 to 42 lb.<br>(60 to 158 g/m²) | 20 to 24 lb.<br>(75 to 90 g/m²)<br>single thickness |
| Caliper | 0.08 to 0.2 mm<br>(±0.03 to ±0.08 in.) | 0.084 to 0.14 mm<br>(0.0033 to 0.0058 in.)<br>single thickness |
| Moisture Content | 4% to 6% by weight | 4% to 6% by weight |
| Smoothness | 100 to 250 (Sheffield) | 100 to 250 (Sheffield) |

Recommended paper types:
 Cut sheet: Xerox 4200
 Label: Avery laser label or equivalent
 Transparency: 3M CG3300 for laser printers or equivalent

**Helpful Hints**
It is recommended that you test paper, especially special sizes and types of paper, on the MFC before purchasing large quantities.

Avoid feeding labels with carrier sheets exposed, or your MFC will be damaged.

Avoid using coated paper, such as vinyl coated paper.

Avoid using preprinted or highly textured paper.

For optimum printing, use a recommended type of paper, especially plain paper and transparencies. For more information on paper specifications, consult with your nearest authorized sales representative or the place where you purchased your MFC.

Use label or transparencies that are designed for use in laser printers.

We recommend you use long-grained paper for the best print quality.
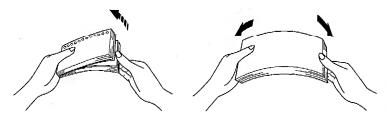
If you are using special paper, and the paper has problems feeding from the multi-purpose sheet feeder, try again using the manual feed slot.

You can use recycled paper in this MFC.

Before using paper with holes such as organizer sheets, you must fan the stack well to avoid paper jams and misfeeds.

Before using any paper, make sure that it is not curled. If it is, straighten the paper as much as possible. Using curled paper will cause paper jams and misfeeds.
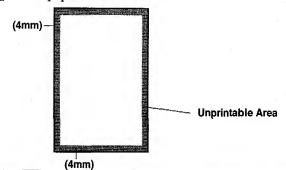
The following types of envelopes should not be used:
• Damaged, curled, wrinkled, or irregularly shaped envelopes
• Extremely shiny or highly textured envelopes
• Envelopes with clasps
• Envelopes with self-adhesive closures
• Envelopes of baggy construction
• Envelopes that are not sharply creased
• Embossed envelopes
• Envelopes already printed with a laser printer
• Envelopes preprinted on the inside
• Envelopes that can not be arranged uniformly when placed in a pile
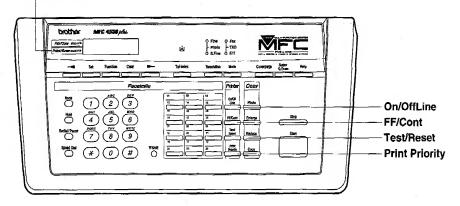
The printable area of your MFC begins at approximately 4mm (0.16 inch) from the edge of the paper.

(4mm)

(4mm)

Unprintable Area

*Printer*

## Control Panel Keys

**Printer Status**



On/OffLine
FF/Cont
Test/Reset
Print Priority

## Simultaneous Operation

Your MFC can print data from the PC simultaneously while either sending or receiving a fax message or scanning into the PC. When your MFC is copying or receiving a fax on paper, it pauses the PC printing operation until it has finished.

## On/OffLine Key

This key is used to turn the printer on-line (ready to receive PC data) and off-line (not ready to receive PC data). If you press this key during printing, the MFC immediately stops printing even if it has already started to print. It ejects the page, and then enters the offline status. Press **On/OffLine** again and the printer will print the complete page again.

When the printer is in the online status and the LCD shows ONLINE, you cannot use **FF/Cont** and **Test/Reset** keys.

## FF/Cont Key

The upper switch on the control panel can work as the Form Feed (**FF**), Continue (**CONT**) key.

**Form Feed**
When the LCD shows **REMAINED DATA**, press **On/OffLine** to turn the printer offline, then press **FF/Cont**. The MFC prints any data remaining in the printer memory.

**NOTE**: The MFC periodically will print any data remaining in the memory.

**Clearing Errors**

If an error occurs, the MFC usually will automatically recover the recoverable errors, such as a memory full condition. If the error does not clear automatically, press **FF/Cont** to clear the error and continue the operation.

## *Test/Reset Key*

**Test Sample Page**

This key is used to print a test sample page. If data remains in the printer memory, press **On/OffLine** to turn the printer offline and press **Test/Reset**. The MFC will print the remaining data first and then will print a test sample page. To print the printer status lists, see page 118. If the printer is online, the MFC cannot print a test sample page.

**Resetting the Printer**

When **Test/Reset** is pressed together with **Shift**, it clears data from the memory. The printer is also reset and restored to the factory default settings. The **Test/Reset** switch may be able to clear an error status and the Hex Dump mode. (See page 120.) Remember that the **Test/Reset** switch clears data from the printer memory.

## *Print Priority Key*

When this key is first pressed, it puts the MFC exclusively in printer mode. All fax data will be stored in the memory instead of printing on paper. When this key is pressed again, and PC data is not being sent or the MFC has completed printing, it will exit automatically from the print priority status. When the **Print Priority** key is pressed, it increases the memory available for printing.

## Windows® Printing

The dedicated printer driver and True Type™ compatible fonts for Microsoft® 3.11, 3.1 Windows® 95 and Windows NT® Workstation Version 4.0 are available on the Brother CD-ROM supplied with your MFC. You can easily install them into your Windows® system using our installer program. The driver supports our unique compression mode to enhance printing speed in Windows® applications, and allows you to set various printer settings including economy printing mode and custom paper size.

## Remote Printer Console Program for DOS

The utility program, Remote Printer Console (RPC), is available on the CD-ROM supplied with your MFC. When you operate your computer in the DOS (Disk Operating System) environment, this program allows you to easily change the default settings of the printer such as fonts, page setup, emulations and so on.

The RPC program also provides a status monitor program, which is a Terminate-and-Stay Resident (TSR) program. It can monitor the printer status while running in the background and will report the current status or errors on your computer screen.

## Popular Printer Emulation Support

This MFC supports the printer emulation mode, HP LaserJet IIP. When you use DOS application software or Windows® version 3.0 or earlier, you can use the emulation mode of HP LaserJet IIP to operate the printer. To set the printer emulation, use the Remote Printer Console Program.

## Bi-Directional Parallel Interface

The parallel interface of this MFC allows bi-directional communication with a computer. This interface allows the printer (MFC) to communicate back to the computer useful information such as the amount of memory installed, and other printer setup conditions. As the supplied Remote Printer Console, Windows® 95 or 3.1 driver both support the bi-directional mode, they can both report the printer status.

## Enhanced Memory Management

The MFC has its own Data Compression Technology, which automatically compress graphic data and download font data efficiently into the printer's (MFC's) memory. You can avoid memory errors and print most full page 600 dpi graphic and text data, including larger fonts, with the printer's standard memory.

The MFC has a multi-purpose sheet feeder that can feed plain paper, envelopes and organizer paper.

When the MFC receives data, it begins the print process by loading paper from the multi-purpose sheet feeder.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| 1. Select and set the PC command and status. | 09/12/1998 15:25<br>ONLINE |
| 2. Your PC will send a print command and data to the MFC.<br><br>If the MFC is in sleep mode, it will wake up. (See pages 17–18.) | 09/12/1998 15:25<br>RECEIVING DATA |
| 3. When the PC has sent the first page data, the MFC will start printing. | 09/12/1998 15:25<br>REMAINED DATA |
| 4. The MFC will start to print the next page automatically.<br>Example: Two pages of data. | 09/12/1998 15:25<br>REMAINED DATA |
| 5. When the MFC finishes printing all the data, it will return to online status. | 09/12/1998 15:25<br>ONLINE |
| If data is still remaining in memory, press **On/OffLine** and then press **FF/Cont**. | 09/12/1998 15:25<br>REMAINED DATA |

**Helpful Hints**    You may select the proper paper source, paper size, and orientation in your application software.
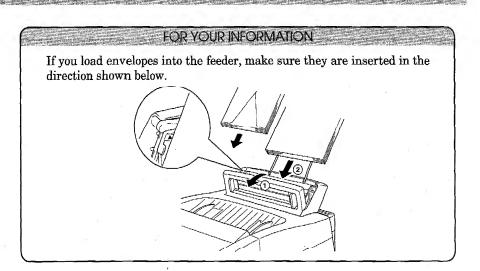
If your application software does not support your custom paper size, select the next larger paper size. Then adjust the print area by changing the right and left margins in your application software.

| NOTICE |
|---|
| When you use labels or transparencies for overhead projectors, be sure to use the manual feed slot. See the next section "Manual Feed Slot" for more information. |

If you load envelopes into the feeder, make sure they are inserted in the direction shown below.
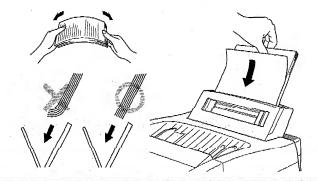
**Two-Sided Printing (Manual Duplexing)**

The supplied printer driver for Windows® 95, 3.1, 3.11 or for Windows NT® Workstation Version 4.0 enables manual duplex printing. For more information about settings, see the Help screen text for the printer driver. The MFC will print all the even numbered pages on one side of the paper first, and then will print all the odd pages numbered on the reverse side of the paper. When you have finished printing on one side of the paper, the Windows® driver instructs you with a pop-up message on the computer to reinsert the paper. Follow the instructions on how to reinsert the paper.

Before reinserting the paper, straighten it well, or you may get the paper jam. The use of very thin or very thick paper is not recommended. If you get a double feeding error, hold the paper except the front sheet while the paper is feeding.
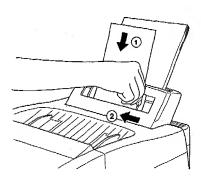
When you use the Manual Duplex function, it is possible that a paper jam may occur or the print quality might not be satisfactory.

## Manual Feed Slot

The multi-purpose sheet feeder also has a manual feed slot. You can manually load paper, sheet by sheet into this slot. You do not have to remove paper from the multi-purpose sheet feeder. When you use labels or transparencies, be sure to use this slot. For information on paper specifications, see "Acceptable Paper" on page 107.

### When you load one sheet of paper manually:

You do not have to choose manual feed in the Setup dialog box of your printer driver. Insert the sheet of paper in the direction for Portrait or Landscape, placing the side of the paper you wish to print on face down in the manual feed slot. Align the paper at the center of the manual feed slot, and be sure to insert it all the way. (①) Adjust the paper guide of the manual feed slot to the paper width you are using. (②)

### When you load more than one sheet of paper manually:

Open the Setup dialog box of the Windows® printer driver and select Manual Feed in the Paper Source section. Follow the above instructions to load the first page. The MFC will start printing automatically. After the first page is printed, the dialog box will appear and prompt you to load the next page. Load a sheet and select OK to resume printing. Repeat these steps until you have finished printing all the pages.

**Helpful Hints**

1. You may select manual paper feed, paper size, and orientation in your application software. If your application software does not allow these settings, you should set them using the RPC program supplied with your MFC.

2. If you do not select manual paper feed and insert a page in the manual feed slot, the MFC will load the first page from the manual feed slot and subsequent pages from the multi-purpose sheet feeder.

3. If your application software does not support your custom paper size, select the next paper size. Then adjust the print area by changing the right and left margins in your application software.

4. When you want to stop or clear the manual feed, press **Shift** and **Test/Reset**, or you can also stop it with a PC command.

5. When you use manual feed slot, it is best to first press **Print Priority**. This allows you to print PC data without interruption from incoming faxes. Incoming faxes will be stored in the MFC's memory. To continue printing PC data, press **FF/Cont** after each page has printed.

6. If bi-directional communication is not operational between the MFC and the computer, such as when the MFC is shared on a network, the dialog box for loading the next page will not appear. When your MFC is attached to a network, we do not recommend manual feeding.

---

**FOR YOUR INFORMATION**

*Paper Tray*

The MFC ejects paper with printed surfaces face down into the paper tray at the front of the MFC.

When you use transparencies, remove each sheet immediately after printing, to prevent a paper jam or curled sheets.

---

## Printing the Internal Font List

The MFC prints a list of its internal or resident fonts. Use this font list to see how each font looks before you select it.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **2**. | 2.PRINTER |
| 4. Press **1**. | 1.PRINT OPTIONS |
| 5. Press **1**. | 1.INTERNAL FONT |
| | PRESS START KEY |
| 6. Press **Start**.<br>The MFC will start printing. | PRINTING |
| 7. The MFC has finished printing the list. | 1.INTERNAL FONT |
| 8. Press **Stop** to exit. | |

*117*

## *Printing the Print Configuration List*

The MFC prints a list of the current settings that configure or set up the printer.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **2**. | 2.PRINTER |
| 4. Press **1**. | 1.PRINT OPTIONS |
| 5. Press **2**. | 2.CONFIGURATION |
| | PRESS START KEY |
| 6. Press **Start**.<br>The MFC will start printing. | PRINTING |
| 7. The MFC has finished printing the list. | 2.CONFIGURATION |
| 8. Press **Stop** to exit. | |

## *Restoring to the Factory Default Settings*

You can restore the MFC's printer to the factory default settings. The permanent fonts will be restored, but macros will be cleared. You can change the user settings with the Remote Printer Console program. (See the Setup Manual page 34~35.)

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | 1.FAX<br>2.PRINTER |
| 3. Press **2**. | 2.PRINTER |
| 4. Press **2**. | 2.RESET PRINTER |
| 5. Press **1**. | 1.FACTORY SET |
| | 1.RESET 2.EXIT |
| 6. Press **1**. | FACTORY SETTINGS |
| 7. Press **Stop** to exit. | 1.FACTORY SET |

*Printer*

## *Printing PC Data in Hexadecimal*

The MFC can print data as hexadecimal values, so that you can check data errors and problems. If you set HEX DUMP MODE, all the PC data will be printed in hexadecimal and you reset it by pressing **Shift** and **Test/Reset**.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seconds. | [1].FAX<br>2.PRINTER |
| 3. Press **2**. | 2.PRINTER |
| 4. Press **2**. | 2.RESET PRINTER |
| 5. Press **2**. | 2.HEX DUMP MODE |
| | 1.SET 2.EXIT |
| 6. Press **1**. | 2.HEX DUMP MODE |
| 7. Press **Stop** to exit. | 09/12/1998 15:25<br>HEX DUMP MODE |

## 10. PRINTING REPORTS AND LISTS

You can print the following lists and reports under function item 3. PRINT REPORTS.

| Level one function | Level two function | Content | Page |
|---|---|---|---|
| <FAX AREA> 3.PRINT REPORTS | 1. ACT. REPORT | The Activity Report lets you know whether transmissions and incoming faxes were received. TX means Transmit; RX means Receive. | 122–124 |
| | 2. ALL DIAL | This is a list of the names and numbers that are stored in One Touch and Speed Dial memory, printed in One Touch and Speed Dial number order. | 125 |
| | 3. TEL. INDEX | This is the same report as the All Dial list printed in alphabetical order. | ____ |
| | 4. COVERPAGE | This sample coverpage allows you to see the Cover Page format. | 52 |
| | 5. CALL BACK MSG | This sample Call Back message allows you to see the format. | 58 |
| | 6. USER OPTIONS | The settings for FUNCTION MENU 5 to 8 (User Options, Tel Options, Setup System and Remote Fax OPT) are listed. | ____ |
| | 7. XMIT REPORT | You can choose whether the Transmission Verification Report will be printed after all faxes you send. ON/OFF | 126–127 |
| | 8. MEMORY STATUS | Summary information and the amount of occupied memory for items stored in the memory will be listed. | 127 |
| | 9. CALLER ID | You can review calls you received by checking this list. | 87–88 |

**NOTE:** If the MFC's engine has entered the sleep mode (see pages 17–18) and the engine has started to cool down (the cooling fan may still be running), the MFC will have to warm up before printing the above lists and reports. The LCD will show WARMING UP.

**Other Reports**

The following reports are printed automatically, for your information:

     Help List (By pressing **Help** on the control panel.) (See page 14.)
     Polled Report
     Delayed Sending Report
     Broadcast Report
     Sequential Polling Report
     Transmission Verification Report

## *How to Print Reports and Lists*

All the reports and lists may be printed as follows:

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seceonds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **3**. | 3.PRINT REPORTS |
| 5. Press the number of the level two function you wish to print.<br>Example: 1.ACT.REPORT. | 1.ACT.REPORT |
| | PRESS START KEY |
| 6. Press **Start**. | PRINTING |

## *Activity Report Interval*

An Activity Report can be printed at certain intervals that you specify. You can set the journal period to "OFF", "6 hours", "12 hours", "24 hours", "2 days", "4 days" or "7 days". The Activity Report will list all outgoing and incoming faxes (only the last 50) during that period. The factory default setting is OFF.

After the Activity Report has printed at the preset interval, the information will be deleted and cannot be recovered. However, at any time between these scheduled reports, you can manually print the Activity Report and the information will remain.

**NOTE:** If your Activity Report is not listing all your transactions, select a shorter interval period.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seeconds. | [1]. FAX<br>2.PRINTER |
| 3. Press **1**. | 1.FAX |
| 4. Press **7**. | 7.SETUP SYSTEM |
| 5. Press **3**. | 3.INTERVAL |
| | ACT.RPT.:OFF |
| | SELECT ← → & SET |
| 6. Press ◄ (left arrow) or ► (right arrow) to choose the setting.<br>Example: 12 HOURS.<br><br>If you select seven days, you will be prompted to choose the base day of the week. | EVERY 12 HOURS |
| 7. Press **Set**. | START AT:<u>0</u>0:00 |
| 8. Enter the time to print in 24-hour format using the key pad keys.<br>Example: **19:45** (7:45P.M.). | START AT:19:45 |

9. Wait for two seconds.

```
3.INTERVAL
```

10. Press **Stop** to exit.

```
                        ┌─────────────────┐
                        │ ACTIVITY REPORT │
                        └─────────────────┘
                                        TIME : 09/12/1998 19:45
                                        NAME : BROTHER
                                        FAX  : 4155554444
                                        TEL  : 4155554445
```
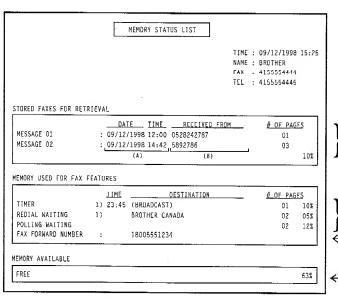
| DATE | TIME | FAX NO./NAME | DURATION | PAGE(S) | RESULT | COMMENT |
|------|------|-------------|----------|---------|--------|---------|
| 09/12 | 10:00 | BROTHER BOSTON | 04:23 | 20 CV CA | OK | TX |
| 09/12 | 10:10 | NJ OFFICE | 00 | 00 | NG | TX |
| 09/12 | 14:53 | BROTHER BOSTON | 48 | 01 CV CA | OK | TX |

```
      BUSY: BUSY/NO RESPONSE
      NG  : POOR LINE CONDITION
      CV  : COVERPAGE
      CA  : CALL BACK MSG
      POL : POLLING
      RET : RETRIEVAL
```
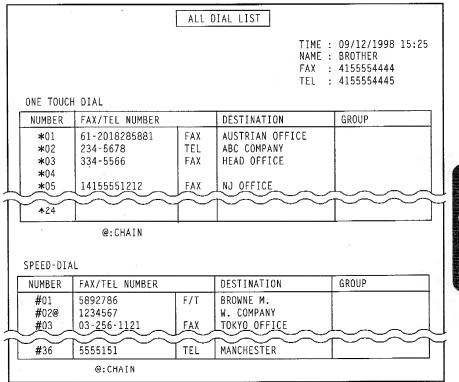
**NOTE:** "TX" means Transmit, "RX" means Receive.

## Printing the All Dial List

You can print a list of all stored One Touch numbers and Speed Dial numbers.

```
                        ┌─────────────────┐
                        │  ALL DIAL LIST  │
                        └─────────────────┘
                                    TIME : 09/12/1998 15:25
                                    NAME : BROTHER
                                    FAX  : 4155554444
                                    TEL  : 4155554445

ONE TOUCH DIAL
┌────────┬────────────────┬──────┬──────────────────┬────────┐
│ NUMBER │ FAX/TEL NUMBER │      │ DESTINATION      │ GROUP  │
├────────┼────────────────┼──────┼──────────────────┼────────┤
│  *01   │ 61-2018285881  │ FAX  │ AUSTRIAN OFFICE  │        │
│  *02   │ 234-5678       │ TEL  │ ABC COMPANY      │        │
│  *03   │ 334-5566       │ FAX  │ HEAD OFFICE      │        │
│  *04   │                │      │                  │        │
│  *05   │ 14155551212    │ FAX  │ NJ OFFICE        │        │
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
│  *24   │                │      │                  │        │
└────────┴────────────────┴──────┴──────────────────┴────────┘
            @:CHAIN


SPEED-DIAL
┌────────┬────────────────┬──────┬──────────────────┬────────┐
│ NUMBER │ FAX/TEL NUMBER │      │ DESTINATION      │ GROUP  │
├────────┼────────────────┼──────┼──────────────────┼────────┤
│  #01   │ 5892786        │ F/T  │ BROWNE M.        │        │
│  #02@  │ 1234567        │      │ W. COMPANY       │        │
│  #03   │ 03-256-1121    │ FAX  │ TOKYO OFFICE     │        │
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
│  #36   │ 5555151        │ TEL  │ MANCHESTER       │        │
└────────┴────────────────┴──────┴──────────────────┴────────┘
            @:CHAIN
```

*Reports*

## *Transmission Verification (Xmit) Report*

The Transmission Verification Report can be used as proof that you sent a fax. It lists the name or fax number of the receiving party, the time and date of transmission, and whether the transmission was successful. The factory default setting is OFF.

OFF: The report will be printed automatically only if an error occurs during transmission. If the report says "Result: NG" then send all the pages again. If the report says "Result: Check readability of transmitted page(s) 02, 05" then send only pages 2 and 5 again.

ON: A report will be printed automatically. It is important to read the result of each report to check that the transmission was successful.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Press **Function**. | ENTER NO. & SET |
| 2. Wait for two seceonds. | 1.FAX<br>2.PRINTER |
| 3. Press **1**. | 1.TEMP.SETTINGS |
| 4. Press **3**. | 3.PRINT REPORTS |
| 5. Press **7**. | 7.XMIT REPORT |
| | XMIT REPORT:OFF<br>SELECT ← → & SET |
| 6. Press ◄ (left arrow) or ► (right arrow) to choose the setting.<br>Example: ON. | XMIT REPORT:ON |
| 7. Press **Set**. | 7.XMIT REPORT |
| 8. Press **Stop** to exit. | |

```
┌─────────────────────────────────────────────────────────────┐
│        ┌───────────────────────────────────────┐            │
│        │   TRANSMISSION VERIFICATION REPORT     │            │
│        └───────────────────────────────────────┘            │
│                                                              │
│                              TIME : 09/12/1998 15:25        │
│                              NAME : BROTHER                  │
│                              FAX  : 4155554444              │
│                              TEL  : 4155554445              │
│   ┌──────────────────────────────────────────────────────┐ │
│   │  DATE,TIME              09/12 15:24                    │ │
│   │  FAX NO./NAME           NJ OFFICE                      │ │
│   │  DURATION               00:00:45                       │ │
│   │  PAGE(S)                01                             │ │
│   │                         COVERPAGE                      │ │
│   │  RESULT                 OK                             │ │
│   │  MODE                   STANDARD                       │ │
│   └──────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────┘
```

## Memory Status List

The MEMORY STATUS LIST will show you summary information and the amount of occupied memory for items stored in the memory such as Delayed Transmissions and Polled Waiting. You will see the combined total of stored fax messages for retrieval. The available memory is expressed as percentage of remaining memory.

```
┌─────────────────────────────────────────────────────────────┐
│        ┌───────────────────────────────┐                    │
│        │      MEMORY STATUS LIST        │                    │
│        └───────────────────────────────┘                    │
│                         TIME : 09/12/1998 15:25             │
│                         NAME : BROTHER                       │
│                         FAX  : 4155554444                   │
│                         TEL  : 4155554445                   │
│                                                              │
│  STORED FAXES FOR RETRIEVAL                                  │
│  ┌──────────────────────────────────────────────────────┐  │
│  │         DATE    TIME    RECEIVED FROM    # OF PAGES   │  │
│  │ MESSAGE 01  : 09/12/1998 12:00 0528242787      01     │  │
│  │ MESSAGE 02  : 09/12/1998 14:42 5892786         03     │  │
│  │              (A)          (B)                    10%   │  │
│  └──────────────────────────────────────────────────────┘  │
│                                                              │
│  MEMORY USED FOR FAX FEATURES                                │
│  ┌──────────────────────────────────────────────────────┐  │
│  │          TIME       DESTINATION       # OF PAGES      │  │
│  │ TIMER        1) 23:45 (BROADCAST)       01    10%     │  │
│  │ REDIAL WAITING 1)    BROTHER CANADA     02    05%     │  │
│  │ POLLING WAITING                         02    12%     │  │
│  │ FAX FORWARD NUMBER  :   18005551234                   │  │
│  └──────────────────────────────────────────────────────┘  │
│                                                              │
│  MEMORY AVAILABLE                                            │
│  ┌──────────────────────────────────────────────────────┐  │
│  │ FREE                                           63%    │  │
│  └──────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────┘
```

You received two FAX messages :
(A) When the fax came in
(B) Sending party's number

This shows that you have three items in the MFC's memory for timer, polling and redial transmissions.

This shows the Fax Forwarding number.

This shows the amount of available memory.

## 11. HOW TO USE THE COPY FUNCTION

Use the Copy key to make a single copy or multiple copies. When making copies, check that the text or image on the original document is not too close to the edge. Your MFC cannot read anything closer than 4 mm (1/8 inch) from the edge. Original documents should be straight and not wrinkled or they may jam. Also, do not pull on the paper while copying is in progress or you may distort the image and damage your MFC.

Make sure there is enough paper in the MFC. And when making multiple copies, do not let the paper tray become overstacked. Remove copies from the paper tray.
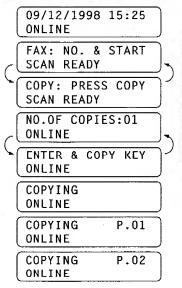
Set the resolution to either PHOTO, FINE or S.FINE. If you select STANDARD, the resolution will change automatically to S.FINE. However, when you make a single copy and select S.FINE, the resolution may change automatically to FINE in case memory is used for memory transmission.

### Making a Single Copy

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Insert the documents face down into the feeder. | FAX: NO. & START<br>SCAN READY |
| | COPY: PRESS COPY<br>SCAN READY |
| 2. Press **Copy**. | NO.OF COPIES:01<br>ONLINE |
| | ENTER & COPY KEY<br>ONLINE |
| 3. Press **Copy** or just wait for five seconds. | COPYING<br>ONLINE |
| | COPYING        P.01<br>ONLINE |
| | COPYING        P.02<br>ONLINE |

## *Stacking Multiple Copies*

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|

```
09/12/1998 15:25
ONLINE
```

1. Insert the documents face down into the feeder.

```
FAX: NO. & START
SCAN READY
```

```
COPY: PRESS COPY
SCAN READY
```

2. Press **Copy**.

```
NO.OF COPIES:01
ONLINE
```

```
ENTER & COPY KEY
ONLINE
```

3. Enter two digits for the number of copies you want using the key pad (max. 99 copies).
Example: **05**.

```
NO.OF COPIES:05
ONLINE
```

4. Press **Copy** or just wait five seconds.

```
COPY STACK
ONLINE
```

5. The MFC will begin copying.

```
COPY STACK    P.01
ONLINE
```

---

### FOR YOUR INFORMATION

***What to Do When You Get a MEMORY FULL Message while Making Copies***

When you are making copies, if the memory becomes full and the display shows PRESS STOP KEY, then press **Stop** to abort the job.

In this case, you can make only a single copy that is not reduced or enlarged.

**NOTE:** If you purchase the optional 1 or 2 MB of memory for your MFC 4550 *plus*, the copy function will include an additional step that allow you to sort multiple copies.

## Reducing and Enlarging Copies

Use this function to make reduced or enlarged copies of a document. Select Auto Reduction (AUTO) if you want to reduce the size of the original, regardless of its size, to the size of the paper. To enlarge or reduce a document, select one of the enlargement/reduction ratios: 200%, 150%, 125%, 120%, 93%, 87%, 75% or 50%. If you want to reproduce the same size, select 100%.

When enlarging, any portion that extends outside the edge of the printing paper will be cut off.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Insert the documents face down into the feeder. | FAX: NO. & START<br>SCAN READY<br><br>COPY: PRESS COPY<br>SCAN READY |
| 2. Press **Reduce** or **Enlarge**.<br>Example: Reduce | REDUCE:AUTO<br>ONLINE<br><br>SELECT ↔ & COPY<br>ONLINE |
| 3. Press ◄ (left arrow) or ► (right arrow) to choose the setting.<br>- If you want Auto Reduction, select AUTO, or the reduction or enlargement ratio.<br>Example: 93% | REDUCE: 93%<br>ONLINE |
| 4. Press **Copy**. | NO.OF COPIES:01<br>ONLINE<br><br>ENTER & COPY KEY<br>ONLINE |
| 5. Enter two digits for the number of copies you want, using the key pad keys (max. 99 copies).<br>Example: **05** | NO.OF COPIES:05<br>ONLINE |
| 6. Press **Copy** or just wait for five seconds. | COPY STACK<br>ONLINE |
| 7. The MFC will begin copying. | COPY STACK P.01<br>ONLINE |
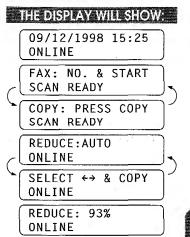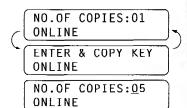
## Copying a Photograph

You can copy a photograph by pressing **Photo**, without pressing **Resolution**.

| KEYS TO PRESS | THE DISPLAY WILL SHOW: |
|---|---|
| | 09/12/1998 15:25<br>ONLINE |
| 1. Insert the documents. | FAX: NO. & START<br>SCAN READY<br>COPY: PRESS COPY<br>SCAN READY |
| 2. Press **Photo**. | NO.OF COPIES:01<br>ONLINE<br>ENTER & COPY KEY<br>ONLINE |
| 3. Enter two digits for the number of copies you want, using the key pad (max. 99 copies).<br>Example: 05. | NO.OF COPIES:05<br>ONLINE |
| 4. Press **Copy** or just wait five seconds. | COPY STACK<br>ONLINE |
| 5. The MFC will begin copying. | COPY STACK   P.01<br>ONLINE |
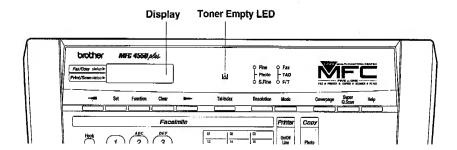
## 12. REPLACING TONER CARTRIDGE AND DRUM UNIT

### Toner Empty Indicator

When the toner cartridge is running low, the display will show CHANGE TONER and the Toner Empty LED on the control panel will flash on and off to indicate the toner is low.



The Toner Empty LED will light and the display will show CHANGE TONER and TONER EMPTY alternately to indicate that the toner is empty. Once this indication appears, your MFC will not resume printing until you have installed a new toner cartridge.

### Replacing the Toner Cartridge
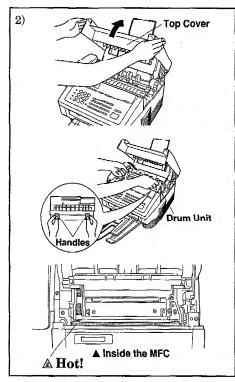
The MFC can print approximately 2,200 pages with one toner cartridge. When the toner cartridge is running low, the display shows CHANGE TONER. The MFC is supplied with a starter toner cartridge that must be replaced after 1,000 pages.

**NOTE:** • Actual page count will vary depending on your average document type. (i.e., standard letter, detailed graphics, etc.)

• It is recommended that you always keep a new toner cartridge ready for use for when you see the toner low warning.

• Discard the used toner cartridge according to local regulations. If you are not sure of them, consult with Brother Customer Service. Be sure to seal the toner cartridge tightly so toner powder does not spill out of the cartridge. When discarding used toner cartridges, keep them separate from domestic garbage.

• It is recommended that you clean the MFC when you replace the toner cartridge.

Follow these steps to replace the toner cartridge:

**1)**

Wire Extension

Multi-purpose
Sheet Feeder

I : ON  O : OFF

1) Turn off the power switch and unplug the power cord.

**2)**

Top Cover

Drum Unit

Handles

▲ Inside the MFC

⚠ **Hot!**
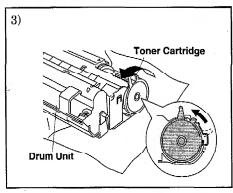
2) Open the top cover. To remove the drum unit, hold each side of the drum by its handles and gently lift the drum forward toward you.

**NOTE:**
- Make sure the top cover is completely open, by lifting it until the latch clicks into place.
- We recommend that you place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.
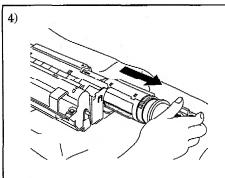
**WARNING**

Just after you have used the MFC, some internal parts of the machine will be extremely **HOT!** So, never touch the shaded parts shown in the left illustration.
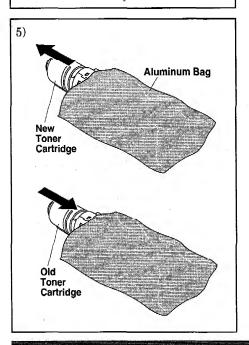
**3)** Gently turn the lever on the toner cartridge forward until it stops. The toner cartridge cannot be removed unless the shutter is completely closed, by turning the lever fully to the front.

**4)** Remove the old toner cartridge from the drum unit by gently pulling it out.

> **WARNING**
> Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe it off or wash it with cold water.
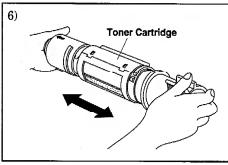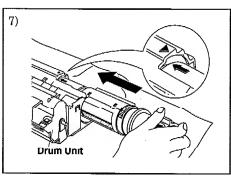
**5)** Unpack the new toner cartridge. Place the used toner cartridge into the aluminum bag and discard it according to local regulations.

> **WARNING**
> * Wait to unpack the toner cartridge until immediately before you install it into the MFC. If a toner cartridge is left unpacked for a long period of time, the toner life is shortened.
>
> * **You can use only a genuine Brother toner cartridge (TN-5000PF series), which is specially formulated to ensure top print quality. Using another brand of toner cartridge may void your MFC's warranty.**
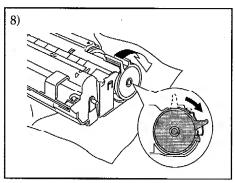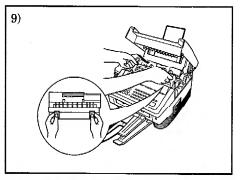
6) Gently rock the toner cartridge from side to side five or six times.

7) Slide the new toner cartridge into the opening on the right hand side of the drum unit. To ensure that the toner cartridge and the drum unit fit together correctly, make sure that the toner cartridge guide bar is exactly aligned with the guide slot in the drum unit.

8) Gently turn the lever on the toner cartridge backward until it stops.

9) Reinstall the drum unit into the MFC and close the top cover. Then, turn on the power switch or plug in the power cord.

## Replacing the Drum Unit

The MFC uses a drum unit to create the print images on paper. If the display shows CHANGE DRUM, it indicates the drum unit is nearly at the end of its life. We recommend that you prepare a new drum unit to replace the current one. Even if the display shows CHANGE DRUM, you may be able to continue to print without replacing the drum unit for a while. If there is a noticeable deterioration in the output print quality even before CHANGE DRUM is shown, then the drum unit should be replaced.

---

**WARNING**
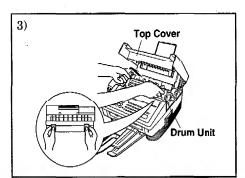
- When removing the drum unit, handle carefully because it contains toner.

- You should clean the MFC when you replace the drum unit. See pages 141–143.

---

**NOTE:** The drum unit is a consumable, and it is necessary to replace it periodically. The drum unit is rated at approximately 20,000 pages. There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and toner that you use and the number of pages per print job, etc. The drum life is estimated at approximately 20,000 pages at 20 page per job and 8,000 pages at one page per job. The actual number of pages your drum will print may be significantly less than these estimates. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

For best performance, use only genuine Brother toner, and the product should be used only in a clean, dust-free environment with adequate ventilation.

Follow these steps to replace the drum unit:
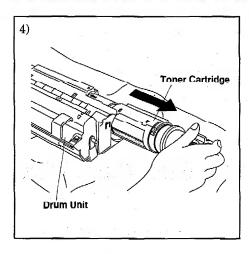
1) Turn off the power switch or unplug the power cord.

2) Open the top cover.



3)
Top Cover
Drum Unit

3) Remove the old drum unit. (See page 134.)

**WARNING**
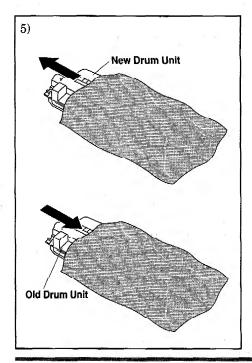
Just after you have used the MFC, some internal parts of the machine are extremely **HOT!** So please be careful. (See page 142.)

*Maintenance*

**137**
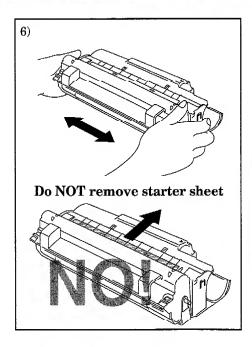
4) Remove the toner cartridge from the drum unit and keep it in a safe place. For more information, see "Replacing the Toner Cartridge" on pages 133–136.

**NOTE:** • Discard the used drum unit according to local regulations. If you are not sure of them, consult with Brother Customer Service. Be sure to seal the drum unit tightly so toner powder does not spill out of the unit. When discarding used drum units, keep them separated from domestic garbage.

• We recommend you place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.
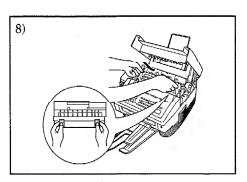


5) Wait to unpack the new drum unit until immediately before installing it. Place the old drum unit into the aluminum bag and discard it according to local regulations.

6)



**Do NOT remove starter sheet**
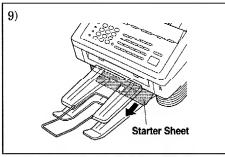
6) Gently rock the new drum unit side to side five or six times.

**WARNING**
- **Do not remove the starter sheet.**
- Wait to unpack the drum unit immediately before installing it into the MFC. If an unpacked drum unit is subjected to excessive direct sunlight or room light, the unit may be damaged.
- Handle the toner cartridge and the drum unit carefully because it contains toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

7) Reinstall the toner cartridge into the new drum unit. For more information, see "Replacing the Toner Cartridge" on pages 133–136.

8)



8) Holding the new drum unit by its handles, install it. Close the top cover.

9)



**Starter Sheet**

9) Turn on the power switch or plug in the power cord. The MFC automatically will eject the starter sheet.

*Maintenance*

## 13. REGULAR MAINTENANCE
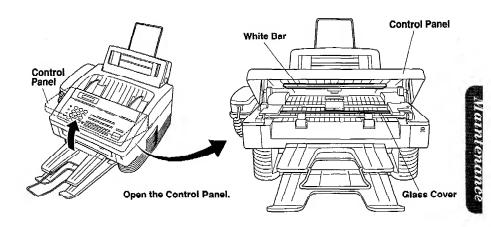
### Regular Maintenance

You can keep your MFC in optimum condition by cleaning it on a regular basis. It is a good idea to replace the toner cartridge and the drum unit during this routine. Avoid using thinners or other organic solvents to clean the MFC and do not use water.

Follow the steps below:
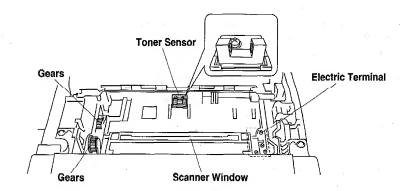
1. Unplug the telephone line and then the power cord.
   When you reconnect these lines later, make sure to connect the power cord first, then the telephone line.
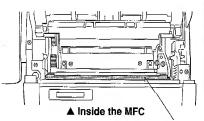
2. Wipe dirt off the MFC using a slightly damp clean cloth.

3. Clean the white bar and the glass cover.
   Moisten a small piece of clean soft, lint-free cloth with isopropyl alcohol and carefully remove dirt from the glass cover and the white bar of the scanner.

\* Do not use isopropyl alcohol to remove dirt from the control panel. It may cause a crack on the panel.

4. Wipe the gears and electric terminals with isopropyl alcohol on a cotton swab.
   Gently wipe the scanner window and the toner sensor with a clean soft dry cloth.



Open the Control Panel.

Toner Sensor

Gears

Electric Terminal

Gears          Scanner Window



▲ Inside the MFC

Shaded Parts are HOT!

## Cleaning the Drum Unit

**NOTE:** We recommend that you place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

1. Turn the drum unit upside down carefully.

2. Clean the primary corona wire inside the drum unit by gently sliding the tab from right to left several times.



Home Position (▲)

Tab          Corona Wire

3. Return the tab to the home position (▲ mark position) before reinstalling the drum unit.

---

**CAUTION**

If you do not position the tab at the home position, printed pages may have vertical stripes.

---
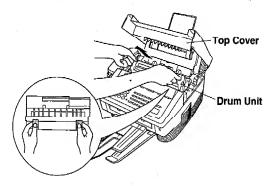
4. Install the drum unit into the MFC.
   See the section "Replacing the Drum Unit" on pages 137–139.

5. Close the top cover.

6. Plug in the power cord and turn on the power switch.

## Packing and Shipping the MFC
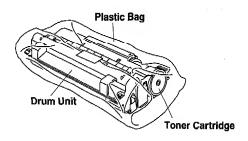
Whenever you transport the MFC, use the packing materials that came with your MFC. Also, follow the steps below to pack the MFC or it may be damaged, which will void the MFC's warranty.

1. Turn off the power switch and unplug the MFC from the AC outlet.

2. Open the top cover.

3. Remove the drum unit assembly. To remove the drum unit, please refer to Step 2 on page 134.
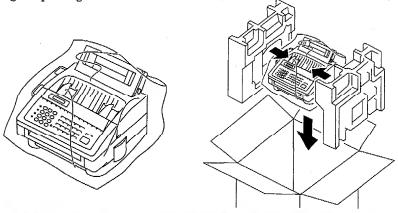
**NOTE:** Remove the drum unit and toner cartridge. Leave the toner cartridge installed in the drum unit.
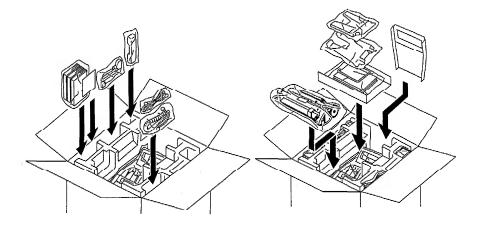


4. Place the drum unit and toner cartridge assembly into the plastic bag and seal the bag completely.



5. Close the top cover. Remove the wire extension, document tray, dust cover, paper tray and handset and pack them.

6. Wrap the MFC in the plastic bag and place it in the original carton box with the original packing material.

7. Place any documents (manual and printed material) and the drum unit and toner cartridge assembly into the carton box as shown below.



8. Close the carton box and tape it shut.

## Paper Jams
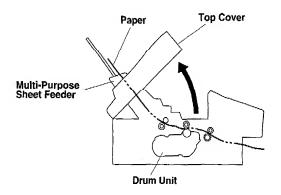
Your MFC will sound an alarm if the document jams while going through the feeder or if the paper becomes stuck. The display will show DOCUMENT JAM or PRINTER JAM.

### Fixing a Document Jam
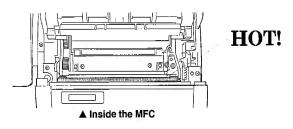
1. Open the front control panel.

2. Remove the jammed documents.

3. Close the control panel.

4. Press **Stop**.

### Fixing a Paper Jam

Before you can clear a paper jam error, you must find out where the paper is stuck. Use the diagram below to help locate the position of the paper.

---

## WARNING
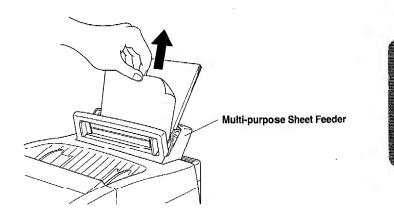
- Do not force the jammed paper from the paper tray because you may damage the MFC and cause toner to scatter on the next printed panels.

- After you have used the MFC, some internal parts of the MFC are extremely **HOT!** When you open the top cover of the MFC, never touch the shaded parts shown in the following diagram.



**HOT!**

▲ Inside the MFC

---
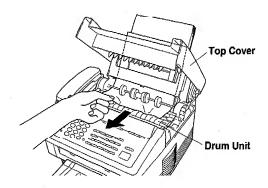
**1. Clearing a paper jam in the multi-purpose sheet feeder.**

If a paper is jammed inside the multi-purpose sheet feeder, open the multi-purpose sheet feeder to pull the jammed paper upward out of the feeder; then close the multi-purpose sheet feeder. Also, open the top cover and check that a torn piece of paper does not remain inside the MFC (see the next section.)



Multi-purpose Sheet Feeder
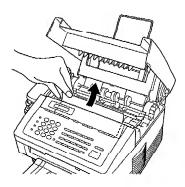
## 2. Clearing a paper jam near the drum unit.

If a paper is jammed near the drum unit, open the top cover and remove the drum unit. Then, pull the jammed paper upward and out of the MFC. Reinstall the drum unit and close the top cover.

Top Cover

Drum Unit

## 3. Clearing a paper jam in the fuser unit.

If a paper is jammed in the fuser unit, open the top cover and remove the drum unit. Then, pull the jammed paper out of the fuser. Reinstall the drum unit and close the top cover.
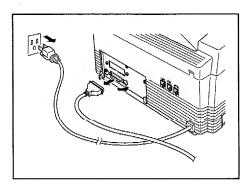
## 14. OPTIONAL ACCESSORIES

### Connecting the Serial Interface Board (RS100M)

To connect your MFC to a DOS computer or to an Apple Macintosh computer, you must first install the optional serial interface board (RS100M). When you have installed a serial interface board, you can share the MFC with two computers, using both the parallel and the serial interface ports. Automatic interface selection is a standard feature when using the serial interface board.
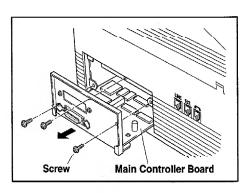
#### Installing the Serial Interface Board into Your MFC



1. Unplug the power cord from the AC outlet and disconnect the parallel interface cable.

**WARNING**
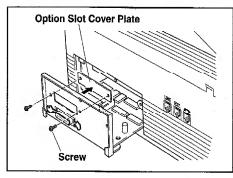
Be sure to unplug the power cord before installing or removing the serial interface board.



Screw          Main Controller Board
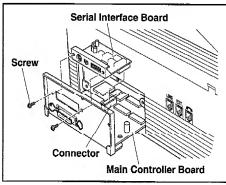
2. Unscrew the three screws securing the rear plate of the main controller board and pull out the main controller board.

**WARNING**

Do not touch the surface of the main controller board.

**Option Slot Cover Plate**

**Screw**
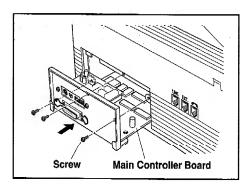
3. Unscrew the two screws and remove the option slot cover plate and keep it in a safe place.

**Serial Interface Board**

**Screw**

**Connector**

**Main Controller Board**

4. To install the serial interface board onto the main controller board, plug the serial interface board into the upper left connectors on the main controller board.

5. Secure the serial interface board with the two screws.

WARNING
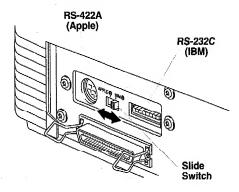
• Hold the edge of the serial interface board. Do not touch the surface of the board.
• Make sure the serial interface board is securely seated on the main controller board.

**Screw**   **Main Controller Board**

6. Reinstall the main controller board in the MFC by sliding it into the guide rails.

7. Secure the main controller board with the three screws.

### Selecting the RS-422A (Apple) or RS-232C (IBM) Serial Interface

1. Make sure the MFC is in the offline mode.

2. Select the serial interface port that matches your computer:

   * For Apple Macintosh computers, select the RS-422A (Apple) port by keeping the slide switch to the left (factory setting is RS-422A).
   * For IBM compatible computers with Windows® or PCs that operate with DOS, move the slide switch to the right (RS-232C).

```
        RS-422A
        (Apple)
                        RS-232C
                         (IBM)

                         Slide
                         Switch
```

## *Setting the Serial Interface Parameters*

Set the parameters to match your computer as follows:

* Never change the RS-422A parameters for Apple Macintosh computers. The RS-422A parameters have been set correctly at the factory for Apple Macintosh computers, so you do not have to change the setting. You may skip this section. If you change parameters for the RS-232C serial interface and then switch back to RS-422A for Apple Macintosh computers, be sure to restore the parameters to the factory setting.
* Set the RS-232C parameters to match your IBM compatible computer. You can set serial settings in several different places, within your DOS application, within the Windows® Printer Icon (for Windows® application software only), or within your AUTOEXEC.BAT file using MODE commands. For information on setting serial interface parameters, see the user's guide for your computer or software.

*Maintenance*

If necessary, set the serial interface parameters as follows:

1. Make sure the printer is in offline.

2. To set the serial interface parameters of the dual in-line package (DIP) switch, move the selectors up (ON) or down (OFF).
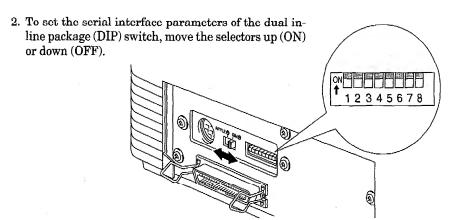


Table 1: Serial Interface Parameters Settings

| Selector | Parameters | On (up) | Off (down) |
|---|---|---|---|
| 1 | Baud Rate | — See Table 2. — | |
| 2 | Baud Rate | — See Table 2. — | |
| 3 | Data Length | 7 bits | **8 bits** |
| 4 | Stop Bit | 2 bits | **1 bit** |
| 5 | Parity | — See Table 3. — | |
| 6 | Parity | — See Table 3. — | |
| 7 | Protocol | Xon/Xoff + DTR | **DTR only** |
| 8 | Robust Xon | On | **Off** |

Table 2: Baud Rate Settings

| Selector 1 | Selector 2 | For RS-422A | For RS-232C |
|---|---|---|---|
| Off | Off | **57600** | **9600** |
| On | Off | 9600 | 4800 |
| Off | On | 1200 | 1200 |
| On | On | 19200 | 19200 |

Table 3: Parity Settings

| Selector 1 | Selector 2 | Parity |
|---|---|---|
| On | On | Odd |
| On | Off | Even |
| Off | — | **None** |

- The factory settings are indicated in bold print.
- If the robust Xon setting is turned on with selector 8, the printer sends Xon signals at one second intervals to the connected computer until it receives data. It is effective only if selector 7 is set to the On position for the Xon/Xoff plus DTR setting.

### Connecting the Serial Interface Cable

To connect your MFC to your computer, you must use a serial interface cable with an 8-pin, DIN-type connector.

See your dealer to purchase a serial interface cable:

- If you are a Macintosh user, you can easily find the necessary cable at a local computer store. Look for Apple serial cables labeled "Macintosh to ImageWriter™" or "Macintosh to Personal LaserWriter™ 300." Do not purchase a serial cable labeled "Straight-thru" or "Local-Talk."
- If you are a PC user, you must purchase a special serial cable from your dealer. If you have a 9-pin connector on your computer, look for a cable labeled "IBM AT to ImageWriter II." If you have a 25-pin connector, look for a cable labeled "DB25 to ImageWriter II." These cables most likely can be found in the Apple Macintosh section of your computer dealer's store. For more information about the interface specification, consult with your dealer.

**NOTE:** The MFC can be connected to a parallel and a serial interface cable at the same time. The auto interface selection function allows you to share the MFC with two computers. To do this, first connect the parallel interface cable and then connect the serial interface cable.

Connect the serial interface cable as follows:

1. Make sure the power switch is turned off.

┌─ **WARNING** ─────────────────────────────────────────
│ Unplug the power cord before connecting or disconnecting the interface cables or you may
│ damage the MFC.
└──────────────────────────────────────────────────────

2. Insert and secure the serial interface connector into the serial interface port of your MFC.

3. Insert and secure the serial interface connector into the serial interface port of your computer.

4. Turn on the power switch.

The memory board is installed on the main controller board inside the MFC. When you add the optional memory board, it increases the performance modes for both fax and printer operations.

### *Optional Memory for the Printer & Fax Operations*

The MFC can recognize 1MB (ME1000) or 2MB (ME2000) of Optional Memory. Be careful to purchase the appropriate memory board for your needs.

### For the Printer
Additional memory is useful and may be necessary if you want to download many different fonts or want to print a very complex document.

### For the Fax
Additional memory is available and will expand the memory used for sending and receiving faxes.
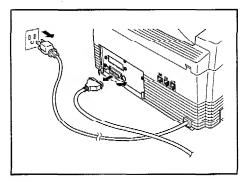
| Model Name | Optional Memory | Total |
|---|---|---|
| MFC 4550 *plus* 300 KB (up to 30 Pages) | 1 MB (0.4 MB for Fax) or 2 MB (0.9 MB for Fax) | 0.7 MB (up to 70 Pages) or 1.2 MB (up to 120 Pages) |

\* Using Brother #1 chart with MMR coding and Standard Resolution.

### For the Copier
Additional memory will allow you to sort multiple copies (max. 60 pages).
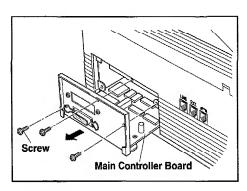
## Installing the Optional Memory Board



1. Unplug the power cord from the AC outlet and disconnect the interface cable.

---

**WARNING**
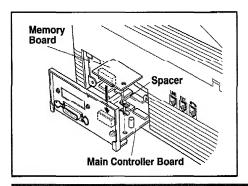
Unplug the power cord before installing (or removing) the memory board.

---



Screw

Main Controller Board

2. Unscrew the three screws securing the main controller board plate and pull out the board.

---

**WARNING**

Do not touch the surface of the main controller board.

---



Memory Board

Spacer

Main Controller Board
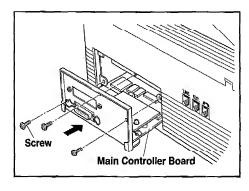
3. To install the memory board onto the main controller board, use the attached spacer and plug it into the lower right connectors of the main controller board.

Screw

**Main Controller Board**

4. Reinstall the main controller board in the MFC by sliding it into guide rails.

5. Secure the main controller board with the three screws.

6. Reconnect the interface cable.

7. Plug the power cord into the AC outlet.

## 15. TROUBLESHOOTING PROCEDURES ███████████████

### Fax-Back System

Brother Customer Service has installed an easy-to-use Fax-Back System, so you can get instant answers to common technical questions and product information for all Brother products. This system is available 24 hours a day, 7 days a week. You can use the system to send faxes to any fax machine, not just the one from which you are calling.

If you can't resolve difficulty with your MFC using this manual, call our Fax-Back System, and follow the voice prompts to receive faxed instructions about using the system, and an index of Fax-Back subjects.

|  |  |
|---|---|
| **USA:** | 1-800-521-2846 |
| **From within Canada:** | 1-800-681-9838 |

The Brother Fax-Back System number (USA only) is preprogrammed on One Touch key **01**.

### Brother on the World Wide Web

You can find more information about Brother products, from product specification sheets to Frequently Asked Questions (FAQs), on the World Wide Web. Visit us at

*http://www.brother.com*

### Brother Bulletin Board

Brother's Bulletin Board Numbers are

|  |  |
|---|---|
| **USA:** | 1-714-859-2610 |
| **From within Canada:** | 1-514-685-2040 |

Occasionally, you may have a problem with your MFC or telephone line. If this happens, your MFC usually identifies the problem and displays an error message. Refer to the following list when you see an error message on the display.

Error messages are listed below in alphabetical order.

**B** | BUFFER ERROR

This means an overflow of the input data buffer. Press **FF/Cont**. Data that overflowed the buffer will not be printed.

Check the communication parameter settings such as handshake protocol on both your computer and MFC.

If the error occurs again, the interface hardware may be damaged, so consult with your dealer.

**C** | CHANGE DRUM

You can clear a print quality problem by replacing the drum unit with a new one if the display shows CHANGE DRUM. The drum unit is at the end of its life.

CHANGE TONER

If the display shows CHANGE TONER and at the same time the Toner Empty LED on the control panel flashes on and off, you can still print. But the toner is depleted and it is telling you that the toner will soon run out. Order a new toner cartridge now.

CHANGE TONER

TONER EMPTY

The toner is used up and printing is not possible. Replace the toner cartridge with a new one. (See pages 133–136)

CHECK PAPER
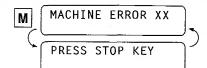
The MFC is out of paper or the paper is not properly loaded in the multi-purpose sheet feeder. Refill the paper or remove the paper and load it again.

CHECK PAPER SIZE

Your Paper Size setting may not be set correctly for the paper you are using (see page 66). When you see this error, the reduction ratio automatically will be changed to AUTO if you have used a fixed reduction ratio (see pages 67–68).

| | |
|---|---|
| COMM.ERROR | A poor quality phone line caused a communications error. Try the call again. |
| CONNECTION FAIL | You requested the polling function even though the machine you called does not have the polling feature. |
| COOLING DOWN <br> PLEASE WAIT | When the temperature of the drum unit or toner cartridge becomes too hot, the MFC will pause its current print job and go into cooling down mode. During the cooling down mode you will hear the cooling fan running while the display on the MFC shows COOLING DOWN and PLEASE WAIT. You must wait and allow the MFC to resume printing when it is ready. |
| COVER OPEN | The top cover or multi-purpose sheet feeder cover was not completely closed. Please check each of them. |
| D  DISCONNECTED | The telephone line was disconnected by the other party during the communication. Try calling the other party to see what happened. |
| DOCUMENT JAM | Your documents were not inserted properly, or the documents were not fed properly, or the documents were too long. |

Open the control panel and remove the documents. (See page 146) Then close the control panel, press **Stop** and insert the documents again, adjusting the guides on either side of the document, and try sending the fax again.

Original documents should be straight, non-wrinkled, to be correctly fed. Otherwise, the documents may occasionally jam.

| | |
|---|---|
| DOWNLOAD FULL | The download buffer is full. Press **FF/Cont**. Printing will resume (the downloading is canceled). The command that caused this message will be ignored. |
| L  LINE ERROR | There is a communications error. If you are using a serial interface, check baud rate, parity, etc. If you are using a parallel interface, check the cable connections. |

| **M** | MACHINE ERROR XX | Turn off the power. Then contact the Customer Service number listed on page 181. |
| | PRESS STOP KEY | |

| | MEMORY FULL | • Press the **FF/Cont** switch to print the data remaining in the MFC.<br>• If you have installed the Windows® driver, try again after setting the True Type mode to "Print as Graphics" in the PRINT menu of your application software.<br>• Expand the printer memory with the optional memory board. (ME1000 or ME2000)<br>• Reduce the print resolution or reduce the complexity of your document. |

| **N** | NO RESPONSE/BUSY | The number you called does not answer or is busy. Or, you may have reached a number that is not connected to a fax machine. Check the number and try again. |

| | NOT REGISTERED | The One Touch key or Speed Dial number you pressed has no number assigned to it. You will have to program a phone number. (See pages 24–26) |

| **P** | PRINT OVERRUN | • Press the **FF/Cont** switch to print the data remaining in the printer memory.<br>• If you have installed the Windows® printer driver, try again after setting the TrueType mode to 'Print as Graphics' in the PRINT menu of your application software.<br>• If this does not clear the error, reduce the complexity of your document or reduce the print resolution. |

| | PRINTER JAM | The recording paper is stuck in the printing area. Remove the jammed paper. (See pages 146–148.) |

| **S** | SET CARTRIDGE | A toner cartridge is not installed. Reinstall the toner cartridge. |

### When the Receiving Party Says the Picture is Not Clear
Sometimes the resolution mode you chose when you sent your fax may not have been appropriate. Send the fax again, but try using the FINE or SUPERFINE mode. Also, your MFC's scanner may be dirty, so try cleaning it. (See pages 141–142.)

### When the Receiving Party Says Vertical Streaks Appear on the Faxes They Receive:
Your MFC's scanner may be dirty or the receiving party's print head may be dirty. Clean your scanner, (see pages 141–142) and make a copy to check if the problem was caused by your MFC.

### Vertical Streaks Appear on the Faxes You Receive
Sometimes you may see vertical streaks on the faxes you receive. Either your MFC's primary corona wire for printing may be dirty, or the sending party's fax scanner may be dirty. Clean your primary corona wire. (See pages 142–143.) Make a copy to see if the vertical streaks are still there.
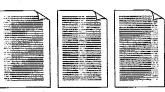
### Vertical Streaks Appear in Copies
Sometimes you may see vertical streaks on your copies.
Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See pages 141–143.)

### If the Printed Pages are Still Blurred at the Center or Either Edge as Below
First, make sure that the printer is placed on a flat, horizontal surface.
If the problem still occurs, remove the drum unit with the toner cartridge installed. Hold the unit horizontally with both hands and tap it firmly against a flat surface 3 or 4 times. Reinstall the drum unit with the toner cartridge and try printing again. If the print quality is acceptable, you may continue using this drum unit. If the print quality is not acceptable replace the drum unit. If streaks still occur, please contact Brother Customer Service or your local Authorized Service Center for further assistance.

### Horizontal Streaks
You may get a fax with horizontal streaks or with missing lines. Usually this is caused by a poor telephone connection. Ask the other party to send the fax again.
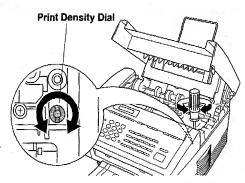
### Poor Printing Quality
If the printing quality is not at an acceptable level, please replace your drum unit with a new one.

## The Print is too Light or too Dark

The print density dial is located in the corner under the top cover. (Remove the drum unit assembly.) You can use it to adjust print density by increasing or decreasing the Print Density function setting you chose.

**Print Density Dial**

The print may become darker or lighter as conditions change (such as changing the toner cartridge and drum unit or if the MFC has become overheated from heavy use).

Use a straight blade screwdriver to turn the print density dial clockwise for darker print and counterclockwise for lighter print. The dial has been set to the middle position.

Make five or six copies to bring the toner up to the level of the new setting.

If the print is still too light, check to see if the Toner Save feature is ON (see page 70).

## Received Faxes Appear as Split or Blank Pages:

If the received data is divided and printed on two pages or if you get an additional blank page, your Paper Size setting may not be correct for the paper you are using (see page 66). If you are using the fixed reduction feature, check to see if the reduction ratio is suitable for the real paper (see pages 67–68).

## When Dialing Doesn't Work...

You may have the wrong dialing mode. Change the TONE/PULSE setting. (See page 19.) You should check all the telephone line connections (such as to the handset and to the wall jack). Check also that the power cord is connected and the power switch is turned on. (See page 9 of Setup Manual for Fax, Printer, Copier.) Check by pressing **Hook** to see if you hear a dial tone. Also try dialing by first pressing **Hook** or lifting the handset. Wait until you hear the fax tones and then press **Start**.

## MFC Does Not Answer When Called:

Make sure the MFC is in the correct receiving mode for your setup (either FAX, F/T or TAD). Check for dial tone. If possible, call your MFC to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the MFC telephone jack. If there is no ringing when you call your MFC, call your Telephone Company to check the line.

**No Dial Tone on the Handset:**
Press **Hook**. If you do not hear a dial tone, check telephone line cord connections at the MFC and the wall jack. Check that the handset is connected to the MFC's handset jack. Test the wall jack with another single line telephone. If there is no dial tone on the wall outlet, call your Telephone Company.

**Double Ring in F/T Mode:**
The MFC knows the incoming call is not a fax, so it is signaling you to answer the telephone call. Pick up the MFC's handset or answer from an extension phone and press your MFC's Remote Deactivation Code (the default setting is #51).

**Problem using the HP Pavilion PC and the "HP DEMO" Screen Saver**
If you select the "HP Demo" screen saver on your HP Pavilion PC after you have installed the Multi-Function Link Pro software, the System.ini file is overwritten and you cannot use the Brother MFC to print, scan or for Remote Setup.

If you have used the HP Demo screen saver already, you must edit the System.ini file as follows:

[boot]
;comm.drv=comm115.drv
comm.drv=brmfcomm.drv

[386Enh]
DEVICE=C:\WINDOWS\SYSTEM\Bi-Di.386

If you do not want to edit the System.ini file, please change the screen saver to another one and Re-install Multi-Function Link Pro again.

**Bi-Directional Parallel Ports (Nibble and Byte modes):**
The MFC 4550 *plus* supports both nibble (AT) and byte (bi-directional) mode parallel ports. If your PC supports byte mode, scanning and fax reception will be at a faster speed. To verify or change the parallel port mode, please check your system BIOS in the CMOS Setup or *contact your computer manufacturer for assistance*.

**NOTE:** Some older PC models support only nibble mode. Generally, newer models support both nibble and byte modes.

**MFC Connect Failure or Bi-Directional Communication Error**
Recently, some printers have included a function to show the printer status on the PC display. Such printers use the bi-directional communication parallel port between the printer and the PC. Our MFC 4550 *plus* also has a bi-directional parallel port function. Since Windows® 3.xx does not support bi-directional communication on the parallel port, each peripheral vendor has developed and supplies their own bi-directional device driver, which will be installed into Windows® 3.xx. If you install two or more different bi-directional device drivers into Windows®, they might conflict with each other and cause some problems.

Please make sure you have installed the MFC 4550 *plus* driver by executing SETUP.EXE from your CD-ROM drive, as instructed on the CD-ROM label. The bi-directional communication may be disabled when the driver is installed from Add menu in "Printers" of the Control Panel. Please restart Windows®.

Remove the conflicting situation caused by one of the following printer drivers. Review the following sections that apply to any additional printer drivers you may have installed into your Windows® software.

> Brother HL-6/6V/10h/630series/660series/960/1260/WL-660
> HP LaserJet series II, IID, IIP, IIP+, III, IIID,IIIP or IV Plus
> NEC SuperScript 610/660
> EPSON ActionLaser 1100/1400
> LexMark WinWriter 200

### Brother HL-6/6V/10h/630series/660series/960/1260/WL-660:
The Resource Manager for MFC 4550 *plus* may not work if the printer driver for the above models are installed after the installation of the MFC 4550 *plus* printer driver.

In this case, please install the MFC 4550 *plus* printer driver again or copy BI-DI.386 from the Brother CD-ROM to the Windows®/System directory. (**NOTE:** BI-DI.386 on CD-ROM is not compressed.)

### HP LaserJet series II, IID, IIP, IIP+, III, IIID or IIIP:
If Microsoft Windows® Printing System for above models are used, you have to modify the "win.ini" file which is in the Windows® directory to turn the printer's bi-directional function off.

We recommend that you perform a backup before you modify the WIN.INI or SYSTEM.INI, just in case.

Open the file "win.ini" by using the "Notepad" application. You can find the following statement in the [spooler] section.
[spooler]
QP.LPT1 = wpsljqp.dll

To disable this function, put a semicolon at the head of above sentence as follows;
[spooler]
;QP.LPT1 = wpsljqp.dll

Then, open the file "system.ini" by using the "Notepad" application. You can find the following statement in the [386Enh] section.

[386Enh]
device=wpsljvpd.386
:
:
WPSLPT1=1

To disable this function, put a semicolon at the head of above sentences as follows;
;device=wpsljvpd.386

  :
  :
;WPSLPT1=1

You must restart Windows® to make these modification effective.
The modification disables the printer status reporting on your PC, however, you will be able to use MFC 4550 *plus* with no further problems.

### HP LaserJet 4 Plus:
Please uninstall the Main Status windows by double clicking the Un-install Status windows in HP LaserJet group.

### NEC SuperScript 610/660:
Please remove the NEC SuperScript driver by having NECDELET.EXE run in the Disk 1 coming with NEC printers.

### EPSON ActionLaser 1100 / 1400:
Please remove the EPSON Action Laser 1100/1400 driver by having EPDELETE.EXE file in Windows® Printer Driver for these models run.

### Lexmark WinWriter 200:
You have to modify the "win.ini" and "system.ini" files, which are in the Windows® directory to turn the printer's bi-directional function off.
We recommend you to back-up WIN.INI and SYSTEM.INI before you modify them.

Open the file "win.ini" by using the "notepad" application. You can find the following statement in the [windows] section.
[windows]
run=C:/WINDOWS/SYSTEM/WPSIOMON

To disable this function, put a semicolon at the head of above sentence as follows;
[windows]
;run=C:/WINDOWS/SYSTEM/WPSIOMON

Also, You can find the following statement in the [spooler] section.
[spooler]
QP.LPT1=wpslbq.dll

To disable this function, put a semicolon at the head of above sentence as follows;
[spooler]
;QP.LPT1=wpslbq.dll

Then, Open the file "system.ini" by using the "Notepad" application. You can find the following statement in the [386Enh] section.

```
[386Enh]
device=wpscomd.386
device=wpsljvpd.386
        :
        :
WPSLPT1=1
```

To disable the function, put a semicolon at the head of above sentences as follows;

```
[386Enh]
;device=wpscomd.386
;device=wpsljvpd.386
        :
        :
;WPSLPT1=1
```

You must restart Windows® to make these modification effective.

The modification disables the printer status reporting on your PC, however, you will be able to use the MFC 4550 *plus* with no further problems.

### Graphics or Text is Missing when the Document is Printed

This could be caused by your Display Driver software. Contact your reseller and inquire about the latest Display Driver software. Another solution is to change your Windows® Setup Display selection from the current selection to the standard VGA or SVGA selection; contact your reseller or Microsoft Support if you need help modifying your Windows® Display selection or installing new Display Driver software.

## *Troubleshooting Tips*

This section contains questions and answers for using your MFC, if you are having difficulty:

### Setting Up the MFC

| Difficulty | Suggestions |
|---|---|
| The MFC does not print. | Check the following:<br>• The MFC is turned on.<br>• The toner cartridge and drum unit are installed properly.<br>• The interface cable is securely connected between the MFC and computer.<br>• Check to see if the LCD is showing an error message. (See pages 158–160.) |

### Windows® Setup Printing Difficulties

| Difficulty | Suggestions |
|---|---|
| I cannot print from my application software. | • Make sure the Windows® printer driver is installed and you selected it in your application software.<br>• If you use the optional serial interface, make sure the serial slide switch of the serial interface is in the correct position and the DIP switches interface settings are correctly set up. |
| Sometimes I get an error message, PRINT OVERRUN when printing certain documents from Windows®. | • If you are using the supplied Windows® driver, turn the error recovery operation **on** in the Setup dialog box and try again.<br>• Reduce the print resolution or reduce the complexity of your document and try again.<br>• Expand the printer memory by installing one of the optional memory boards. |

## DOS Setup Printing Difficulties

| Difficulty | Suggestions |
|---|---|
| I cannot print from my application software. | • Check that the DOS application software interface settings match those of your printer: for example, if you are using a parallel printer cable, you would probably set your DOS software printer port to LPT1.<br><br>• Check for an error message on the LCD.<br><br>• If you are using the RS100M serial interface board, make sure the RS-232C serial interface is selected with the slide switch. Make sure the interface settings are correctly set up with the proper DIP switches. Make sure the serial parameters for baud rates, parity and stop bits match those in your application software and the MFC. |
| The MFC prints, but it prints incorrect information. Sometimes it prints a couple of characters and then ejects the page, etc. | This is an indication that your application printer emulation setting and the MFC's printer emulation do not match. Check your application software to make sure you selected the correct printer driver. The MFC emulates HP LaserJet IIP. Try setting the MFC to HP emulation in Remote Printer Console and then select the HP LaserJet IIP printer in your application software. |
| The MFC prints the first part of my document but does not print the last page. (The LCD shows REMAINED DATA.) | This is a common problem with database software and spreadsheet software when they are not correctly set up. The data has been sent to the printer but the printer did not receive the Page Eject command. Press the FF/Cont Key to eject the page. Then ask your software supplier how to add a Page Eject (or Form Feed) command to the end of your print job. |
| How can I change the User settings or default settings on the MFC? | Use the Remote Printer Console (RPC) program. |

## Optional Apple Macintosh Serial Interface Board (RS100M) Setup Printing Difficulties

| Difficulty | Suggestions |
|---|---|
| I cannot print from my application software. | • Make sure you installed the Macintosh printer driver in the System Folder and selected it with Chooser.<br><br>• Check the PORT selection within the Chooser: it should match the port to which you physically attached the printer cable.<br><br>• The serial slide switch on the optional interface board should be in the Apple (RS-422A) position.<br><br>• Check the printer cable type: **you cannot use a LocalTalk or straight-through cable.** See Chapter 14 for details on different types of printer cables. |

**Paper Handling Difficulties**

| Difficulty | Suggestions |
|---|---|
| The MFC does not load paper.<br>The LCD shows CHECK PAPER or PRINTER JAM. | • Check to see if the CHECK PAPER or PRINTER JAM message appears on the LCD. If so, the multi-purpose sheet feeder may be out of paper or not properly installed. If it is empty, load a new stack of paper into the feeder.<br>• If there is paper in the multi-purpose sheet feeder, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the paper tray.<br>• Reduce the amount of paper in the multi-purpose sheet feeder, then try again. |
| The MFC does not load paper from the manual feed stop. | Reinsert the paper firmly, one sheet at a time. |
| How can I load envelopes? | You can load envelopes from either the multi-purpose sheet feeder or the manual feed slot. Your application software must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your software. Refer to your application manual. |
| What paper can I use? | You can use plain paper, envelopes, transparencies, labels, and organizer paper. For information on loading paper. See "Acceptable Paper" in Chapter 9. |
| How can I clear paper jams? | See "Paper Jams" on pages 146–148. |

## General Printing Difficulties

| Difficulty | Suggestions |
|---|---|
| The MFC prints unexpectedly or it prints garbage. | • Turn the MFC off and on or reset it.<br>• Make sure your application software is correctly set up to use the MFC by checking the printer settings in your application software.<br>• Make sure that the correct interface type and settings are set up to match your computer. Be sure to use the RS-422A serial interface for Macintosh computers and the RS-232C serial interface for PCs. Refer to "Connecting the Serial Interface Board (RS100M)" in Chapter 14. |
| The MFC cannot print full pages of a document. An error message PRINT OVERRUN occurs. | The MFC received a very complex print job and could not process part of the page. This may be solved by the following ways.<br>• If you are using Windows® 3.1, 3.11, Windows® 95 or Windows NT® Workstation Version 4.0 with the supplied printer driver, see the "Windows® Setup Printing Problems" section.<br>• Try to reduce the complexity of your document or reduce the print resolution. |
| The MFC prints the first couple of pages correctly, then some pages have text missing. | This is a problem usually relating to serial interface settings. Your computer is not recognizing the printer's input buffer full signal. Causes could be the wrong type of serial cable (incorrectly wired or too long) or incorrect setting of your computer serial interface. |
| The MFC cannot print full pages of a document. A MEMORY FULL error message occurs. | • Expand the printer memory by installing one of the optional memory boards (ME1000 or ME2000).<br>• Reduce the printer resolution.<br>• Reduce the complexity of your document and try again.<br>• Reduce the graphic quality or the number of font sizes within your application software. |
| My headers or footers appear when I view my document on the screen but do not show up when I print them. | Most laser printers have a restricted area that will not accept print. Usually these are the first two lines and last two lines, leaving 62 printable lines. Adjust the top and bottom margins in your document to allow for this. |

**Print Quality Difficulties**

> **NOTICE**
>
> If the display shows CHANGE DRUM, you can clear a print quality problem by replacing the drum unit with a new one. The old drum unit is at the end of its life.

| Difficulty | Suggestions |
|---|---|
| Printouts are too dark or light. | Adjust the print conditions by setting the Print Density function, or turn the print density dial counterclockwise for lighter images and clockwise for darker images. It has been factory set to the middle position. See "The Print is too Light or too Dark" on page 162. |
| Printed pages contain white stripes.<br><br>**White Stripes or Faint Images** | You may fix this by wiping the scanner windows with a clean soft cloth. (See "Regular Maintenance" and "Cleaning the Drum Unit" on pages 141–143.)<br><br>If you still see white stripes or faint images and the display shows CHANGE DRUM, replace the drum unit with a new one. |
| Printed pages are stained with toner or have vertical stripes.<br><br>**Dark Stripes or Toner Stains** | • Clean the MFC's interior and the primary corona wire of the toner cartridge. See "Regular Maintenance" and "Cleaning the Drum Unit" on pages 141–143.<br>• Make sure that the tab of the corona wire is at the home position.<br><br>If you still see dark stripes or toner stains and the display shows CHANGE DRUM after cleaning, replace the drum unit with a new one. |
| Printed pages have white spots in black text and graphics area.<br><br>**White Spots** | Make sure that you use paper that meets the specifications. Rough surface or thick media can cause the problem.<br><br>If you still see white spots and the display shows CHANGE DRUM, replace the drum unit with a new one. |

| Difficulty | Suggestions |
|---|---|
| Toner scatters and stains the printed page.<br><br>**Scattering Toner** | If toner scattered over the whole printing surface, adjust the print density dial inside the printer counterclockwise. See "The Print is too Light or too Dark" on page 162.<br><br>Clean the MFC's interior. See "Regular Maintenance" and "Cleaning the Drum Unit" on pages 141–143.<br><br>Make sure that you use paper that meets specifications. See page 107.<br><br>If you still have scattered toner and the display shows CHANGE DRUM, replace the drum unit with a new one. |
| The whole page is printed in black.<br><br>**Black Page** | Wipe the electric terminals referring to page 142. Also, do not use heat-sensitive paper as it will cause this problem.<br><br>After cleaning, if the printed pages are still black and the display shows CHANGE DRUM, replace the drum unit with a new one. |
| Nothing is printed on the page.<br><br>**White page** | • Make sure that the toner cartridge is not empty.<br>• Wipe the electric terminals referring to "Regular Maintenance" and "Cleaning the Drum Unit" on pages 141–143.<br>• Make sure that a torn piece of paper does not remain on the scanner window. |
| Printed pages are marked at regular intervals.<br><br>**Example of Regular Marking** | The markings may disappear by themselves. Try copying multiple pages to clear this problem. Markings may occur if the MFC has not been used for a long time.<br><br>A possible cause is that the surface of the drum is scratched. You must then replace the drum unit with a new one.<br><br>If the markings do not disappear, it may be that the drum was marked or damaged by excessive exposure to light. In this case, replace the drum unit with a new one. |

| Difficulty | Suggestions |
|---|---|
| Printed pages are blurred at the center or at either edge.<br><br>**Blurred Page** | Certain environmental conditions such as humidity, high temperatures, etc. may cause this condition to occur.<br>• Make sure the MFC is placed on a flat, horizontal surface.<br>• Remove the drum unit with the toner cartridge installed. Try rocking them from side to side.<br>• You may clear a blurred page by wiping the scanner windows with a clean soft cloth. (See "Regular Maintenance" and "Cleaning the Drum Unit" on pages 141–143.)<br>If a blurred page occurs after cleaning and the display shows CHANGE DRUM, replace the drum unit with a new one. |
| Ghost images appear on printed pages.<br><br>**Ghost Images** | • Turn the print density dial counterclockwise for lighter images. See "The Print is too Light or too Dark" on page 162.<br>• Make sure that you use paper that meets the specifications. Rough surface or thick media can cause the ghost image. |

**NOTE:** The drum unit is a consumable item, and it is necessary to replace it periodically.

## 16. SPECIFICATIONS

**Product Description**  Five performance modes are available for the MFC: Fax, Printer, Copier, Scanner and PC Fax in the MFC 4550 *plus*.

## Printer Specifications

**Emulation**  Brother Printing System for Windows®, emulation mode of HP LaserJet IIP (PCL level 4).

**Printer Driver**  Windows® 3.1/3.11, Windows® 95 and Windows NT® Workstation Version 4.0 driver supporting Brother Native Compression mode and bi-directional capability

Optional Macintosh driver available for System 6.0.7 or higher

**Interface**  Bi-directional parallel

RS-422A/RS-232C serial interface (RS100M) is available as an option.

**Memory**  512 KB

Expandable: 1 MB or 2 MB optional memory board

**Printer Method**  Electrophotography by semiconductor laser beam scanning

**Resolution**  600 dots/inch

**Print Quality**  Normal printing mode

Economy printing mode (saves up to 50% of the normal toner usage)

**Print Speed**  Six pages/minute (when loading A4 or letter size paper from the multi-purpose sheet feeder)

**Print Media**  Toner cartridge:

Life Expectancy:  2,200 pages/new toner cartridge
1,000 pages/starter toner cartridge
(USA, Canada and some other areas only)
(when printing on letter or A4 size paper at 5% print coverage)

**NOTE:** Toner life expectancy will vary depending on the type of average print job printed.

Drum Unit:
Life Expectancy:  20,000 pages at 20 pages per job
8,000 pages at 1 page per job

**NOTE:** There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and toner that you use, the number of pages per joint job, etc.

**TrueType Fonts on Disks**  TrueType-compatible soft-fonts for Windows® on the supplied disk

## Fax Specifications

| | |
|---|---|
| **Compatibility** | ITU-TS Group 3 |
| **Coding System** | MH/MR/MMR |
| **Modem Speed** | 14400/12000/9600/7200/4800/2400; Automatic Fallback |
| **Document Input Width** | 148 mm to 216 mm (5.8 inches to 8.5 inches) |
| **Scanning/Printing Width** | 208 mm (8.2 inches) |
| **Paper Size** | Letter/Legal/A4 |
| **Multi-Purpose Sheet Feeder** | 200 sheets (20 lbs) |
| **Gray Scale** | 64 levels |
| **Polling Types** | Standard, Delay, Sequential |
| **Contrast Control** | Automatic/Super Light/Super Dark (manual setting) |
| **Resolution** | • Horizontal 8 dot/mm (203 dot/inch) |
| | • Vertical Standard 3.85 line/mm (98 line/inch) |
| | Fine, Photo 7.7 line/mm (196 line/inch) |
| | Superfine, Photo (copy) 15.4 line/mm (392 line/inch) |
| **One Touch Dial** | 24 stations |
| **Speed Dial** | 36 stations |
| **Automatic Redial** | Three times at five minute intervals |
| **Speaker Type** | Monitor |
| **Auto Answer** | 0, 1, 2, 3 or 4 rings |
| **Communication Source** | Public switched telephone network |

## Electrical and Environment

| | |
|---|---|
| **Temperature** | (Allowable)  50 - 90.5° F (10 - 32.5° C) |
| | (Storage)    38 - 104° F (3.3 - 40° C) |
| **Warm-up** | Max. 1 minute at 23° C (73.4° F) |
| **First Print** | 20 seconds (when loading the Letter size paper from the multi-purpose sheet feeder) |
| **Power Source** | 120V AC 50/60Hz (U.S.A., Canadian Version Only) |
| **Power Consumption** | Operating (Copying): 160 W or less (25° C) |
| | Sleep Mode: 9 W or less |
| | Stand by:    30 W or less (25° C) |
| **Noise** | Operating:   50 dB A or less |
| | Stand-by:    39 dB A or less |
| **Humidity** | Operating:   35 to 80% (without condensation) |
| | Storage:     20 to 80% (without condensation) |
| **Dimensions** | 383 x 452 x 251 (mm)/15.1 x 17.8 x 9.9 (inches) |
| **Weight** | 8.5 kg/18.8 lbs |

## Parallel Interface Specifications

Interface Connector     Printer Side: Amphenol FCN-685J036-L/X or equivalent
                                A shielded cable should be used.

Pin Assignment

| Pin No. | Signal | Direction | Pin No. | Signal | Direction |
|---|---|---|---|---|---|
| 1 | DATA STROBE | Input | 19 | 0V(S.G.) | - |
| 2 | DATA 1 | Input | 20 | 0V(S.G.) | - |
| 3 | DTAT 2 | Input | 21 | 0V(S.G.) | - |
| 4 | DATA 3 | Input | 22 | 0V(S.G.) | - |
| 5 | DATA 4 | Input | 23 | 0V(S.G.) | - |
| 6 | DATA 5 | Input | 24 | 0V(S.G.) | - |
| 7 | DATA 6 | Input | 25 | 0V(S.G.) | - |
| 8 | DATA 7 | Input | 26 | 0V(S.G.) | - |
| 9 | DATA 8 | Input | 27 | 0V(S.G.) | - |
| 10 | ACKNLG | Output | 28 | 0V(S.G.) | - |
| 11 | BUSY | Output | 29 | 0V(S.G.) | - |
| 12 | PE | Output | 30 | 0V(S.G.) | - |
| 13 | SLCT | Output | 31 | IMPUT PRIME | Input |
| 14 | AUTO FEED | Input | 32 | FAULT | Output |
| 15 | N.C. | - | 33 | N.C. | - |
| 16 | 0V (S.G.) | - | 34 | N.C. | - |
| 17 | 0V (S.G.) | - | 35 | N.C. | - |
| 18 | +5V | - | 36 | SLCT IN | Input |

## Resident Fonts

The following bitmapped fonts are resident in the MFC.

| | |
|---|---|
| Brougham 10 (12 point) | upright/normal |
| | upright/bold |
| | italic/normal |
| | italic/bold |
| Brougham 12 (10 point) | upright/normal |
| | upright/bold |
| | italic/norml |
| | italic/bold |
| Letter Gothic 16.66 (8.5 point) | upright/normal |
| | upright/bold |
| | italic/normal |
| | italic/bold |

(Portrait and Landscape are available for the above.)

**\*HP mode**

- ISO14 JIS ASCII
- ISO57 Chinese
- ISO11 Swedish
- HP Spanish
- ISO17 Spanish
- ISO10 Swedish
- ISO16 Portuguese
- ISO84 Portuguese
- ISO85 Spanish
- PC-8
- PC-8 D/N
- PC-8 Turkish
- PC-850
- PC-852
- PC-860
- PC-863
- PC-865

- Roman 8
- ISO Latin 1 (ECMA-94)
- ISO60 Norwegian 1
- ISO61 Norwegian 2
- ISO4 UK
- ISO25 French
- ISO69 French
- HP German
- ISO21 German
- ISO15 Italian
- ISO6 ASCII
- Legal
- ISO2 IRV

**NOTE:** If you want to know which characters are in each symbol/character set, print the CHARSETS.PRN file from "The Print form" option in the Direct Access Menu of the Remote Printer Console Program.

## Roman 8

|   | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | A | B | C | D | E | F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 |   |   |   | 0 | @ | P | ` | p |   |   |   | ― | â | Å | Á | Þ |
| 1 |   |   | ! | 1 | A | Q | a | q |   |   | à | Ý | å | î | Ï | þ |
| 2 |   |   | " | 2 | B | R | b | r |   |   | Â | ý | ô | Æ | Ø | ã |   |
| 3 |   |   | # | 3 | C | S | c | s |   |   | È | ° | û | Æ | D | μ |
| 4 |   |   | $ | 4 | D | T | d | t |   |   | Ê | Ç | á | å | õ | ¶ |
| 5 |   |   | % | 5 | E | U | e | u |   |   | Ë | ç | é | í | í | ¾ |
| 6 |   |   | & | 6 | F | V | f | v |   |   | Î | Ñ | ó | ø | ì | ― |
| 7 |   |   | ' | 7 | G | W | g | w |   |   | Ï | ñ | ú | æ | Ó | ¼ |
| 8 |   |   | ( | 8 | H | X | h | x |   |   | ´ | ¡ | à | Ä | Ò | ½ |
| 9 |   |   | ) | 9 | I | Y | i | y |   |   | ˋ | ¿ | ê | î | Õ | ª |
| A |   |   | * | : | J | Z | j | z |   |   | ¨ | ¤ | ö | Ö | õ | º |
| B |   |   | + | ; | K | [ | k | { |   |   | ˜ | £ | ù | Ü | Š | « |
| C |   |   | , | < | L | \ | l | \| |   |   | Û | ¥ | ä | É | š | ■ |
| D |   |   | - | = | M | ] | m | } |   |   | Û | § | ã | ï | Ú | » |
| E |   |   | . | > | N | ^ | n | ~ |   |   | Û | ƒ | ö | ß | Ÿ | ± |
| F |   |   | / | ? | O | _ | o | ▒ |   |   | £ | ¢ | ü | Ô | ÿ |   |

## ISO Latin1

|   | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | A | B | C | D | E | F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 |   |   |   | 0 | @ | P | ` | p |   |   |   | ° | À | Ð | à | ð |
| 1 |   |   | ! | 1 | A | Q | a | q |   |   | ¡ | ± | Á | Ñ | á | ñ |
| 2 |   |   | " | 2 | B | R | b | r |   |   | ¢ | ² | Â | Ò | â | ò |
| 3 |   |   | # | 3 | C | S | c | s |   |   | £ | ³ | Ã | Ó | ã | ó |
| 4 |   |   | $ | 4 | D | T | d | t |   |   | ¤ | ´ | Ä | Ô | ä | ô |
| 5 |   |   | % | 5 | E | U | e | u |   |   | ¥ | μ | Å | Õ | å | õ |
| 6 |   |   | & | 6 | F | V | f | v |   |   | ¦ | ¶ | Æ | Ö | æ | ö |
| 7 |   |   | ' | 7 | G | W | g | w |   |   | § | · | Ç | × | ç | ÷ |
| 8 |   |   | ( | 8 | H | X | h | x |   |   | ¨ | ¸ | È | Ø | è | ø |
| 9 |   |   | ) | 9 | I | Y | i | y |   |   | © | ¹ | É | Ù | é | ù |
| A |   |   | * | : | J | Z | j | z |   |   | ª | º | Ê | Ú | ê | ú |
| B |   |   | + | ; | K | [ | k | { |   |   | « | » | Ë | Û | ë | û |
| C |   |   | , | < | L | \ | l | \| |   |   | ¬ | ¼ | Ì | Ü | ì | ü |
| D |   |   | - | = | M | ] | m | } |   |   | | ½ | Í | Ý | í | ý |
| E |   |   | . | > | N | ^ | n | ~ |   |   | ® | ¾ | Î | Þ | î | þ |
| F |   |   | / | ? | O | _ | o | ▒ |   |   | ¯ | ¿ | Ï | ß | ï | ÿ |

The following table shows characters available only in the corresponding character set. The numbers at the top of the table are code values with which characters are to be replaced in the Roman 8 character set. For other characters, see character set of Roman 8.

| SYMBOL SET | 23 | 24 | 40 | 5B | 5C | 5D | 5E | 60 | 7B | 7C | 7D | 7E |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ISO2 IRV | # | ¤ | @ | [ | \ | ] | ^ | ` | { | \| | } | ― |
| ISO4 UK | £ | $ | @ | [ | \ | ] | ^ | ` | { | \| | } | ― |
| ISO6 ASCII | # | $ | @ | [ | \ | ] | ^ | ` | { | \| | } | ― |
| ISO10 Swedish | # | ¤ | @ | Ä | Ö | Å | ^ | ` | ä | ö | å | ― |
| ISO11 Swedish | # | ¤ | É | Ä | Ö | Å | Ü | é | ä | ö | å | ü |
| ISO14 JIS ASCII | # | $ | @ | [ | ¥ | ] | ^ | ` | { | \| | } | ― |
| ISO15 Italian | £ | $ | § | ° | ç | é | ^ | ù | à | ò | è | ì |
| ISO16 Portuguese | # | $ | § | Ã | Ç | Õ | ^ | ` | ã | ç | õ | ° |
| ISO17 Spanish | £ | $ | § | ¡ | Ñ | ¿ | ^ | ` | ° | ñ | ç | ~ |
| ISO21 German | # | $ | § | Ä | Ö | Ü | ^ | ` | ä | ö | ü | ß |
| ISO25 French | £ | $ | à | ° | ç | § | ^ | ` | é | ù | è | ¨ |
| ISO57 Chinese | # | ¥ | @ | [ | \ | ] | ^ | ` | { | \| | } | ― |
| ISO60 Norwegian1 | # | $ | @ | Æ | Ø | Å | ^ | ` | æ | ø | å | ― |
| ISO61 Norwegian2 | § | $ | @ | Æ | Ø | Å | ^ | ` | æ | ø | å | \| |
| ISO69 French | £ | $ | à | ° | ç | § | ¯ | μ | é | ù | è | ¨ |
| ISO84 Portuguese | # | $ | ´ | Ã | Ç | Õ | ^ | ` | ã | ç | õ | ― |
| ISO85 Spanish | # | $ | · | ¡ | Ñ | Ç | ¿ | ´ | ` | ñ | ç | ― |
| HP German | £ | $ | § | Ä | Ö | Ü | ^ | ` | ä | ö | ü | ß |
| HP Spanish | # | $ | @ | ¡ | Ñ | ¿ | ^ | ` | { | ñ | } | ― |

## 17. IMPORTANT INFORMATION

### *Standard Telephone and FCC Notices (Applies only to 120V model)*

These notices are in effect on models sold and used in the U.S.A.

**This equipment is hearing aid compatible.**

**When programming emergency numbers and/or making test calls to emergency numbers:**

• Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.

• Perform such activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

You may safely connect this equipment to the telephone line by means of a standard modular jack, USOC RJ11C.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone line or premises wiring using a compatible modular jack which is Part 68 compliant.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

If your MFC 4550 *plus* damages the telephone line, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But if advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with this MFC 4550 *plus*, please contact a Brother Authorized Service Center for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the line until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

If you are not able to solve a problem with your MFC, contact Brother Customer Service at:

| | |
|---|---|
| **USA:** | 1-800-284-4329 (voice) |
| | 1-908-271-1937 (fax) |
| **From within Canada:** | 1-800-853-6660 (voice) |
| | 1-514-685-4898 (fax) |
| **From within Montreal:** | 1-514-685-6464 (voice) |

**Warning**

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the fax equipment and the receiver.

- Connect the fax equipment on a separate circuit.

- Consult with the dealer or an experienced radio/TV technician for help.

**Laser Safety (For 110-120 V Model Only)**

This equipment is certified as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the equipment does not produce hazardous laser radiation.

Since radiation emitted inside the equipment is completely confined within protective housings and external covers, the laser beam cannot escape from the MFC during any phase of user operation.

**FDA Regulations**

U.S. Food and Drug Administration (FDA) has implemented regulations for laser products manufactured on and after August 2, 1976. Compliance is mandatory for products marketed in the United States. One of the following labels on the back of the printer indicates compliance with the FDA regulations and must be attached to laser products marketed in the United States.

**MANUFACTURED :**

BROTHER INDUSTRIES, LTD.
15-1 Naeshiro-cho Mizuho-ku Nagoya, 467 Japan
This product complies with FDA radiation performance standards, 21 CFR Subchapter J.

**Caution**

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous invisible radiation exposure.

**International Energy Star Compliance Statement**

The purpose of the International Energy Star Program is to promote the development and popularization of energy-efficient office equipments, which includes computers, monitors, printers, facsimile receivers and copy machines world-wide.
As an International Energy Star partner, Brother Industries, Ltd. has decided that this product meets the guideline of the program.



**Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.**

The serial number may be found on the label affixed to the back of the unit. For your convenience, note the number below and retain this Operations Manual to serve as a permanent record of your purchase, in the event of a theft or fire, or for future reference.

MODEL NO. MFC 4550 *plus* SERIAL NO. _____

NAME OF DEALER _____

DATE OF PURCHASE _____

## *Important Safety Instructions*

1. Read all of these instructions

2. Save them for later reference.

3. Follow all warnings and instructions marked on the product.

4. Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.

5. Do not use this product near water.

6. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

7. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should not be placed in a built-in installation unless proper ventilation is provided.

8. This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult with your dealer or local power company.

9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit only into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.

10. Do not allow anything to rest on the power cord. Do not locate this product where people can walk on the cord.

11. If an extension cord is used (see pages 8–9 of Setup Manual) with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (USA only).

12. Never push objects of any kind into this product through cabinet slots since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.

13. Do not attempt to service this product yourself because opening or removing covers may expose you to dangerous voltage points and/or other risks and may void your warranty. Refer all servicing to an Authorized Service Personnel. A list of Brother Authorized Service Centers has been included for your convenience, or you may contact the following Customer Service Numbers for your nearest Brother Authorized Service Center:

| | |
|---|---|
| **USA:** | 1-800-284-4329 (voice) |
| | 1-908-271-1937 (fax) |
| | 1-800-521-2846 (Fax-Back System) |
| **From within Canada:** | 1-800-853-6660 (voice) |
| | 1-514-685-4898 (fax) |
| | 1-800-681-9838 (Fax-Back System) |
| **From within Montreal:** | 1-514-685-6464 (voice) |

14. Unplug this product from the wall outlet and refer servicing to Authorized Service Personnel under the following conditions:

A. When the power cord or plug is damaged or frayed.
B. If liquid has been spilled into the product.
C. If the product has been exposed to rain or water.
D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
E. If the product has been dropped or the cabinet has been damaged.
F. If the product exhibits a distinct change in performance, indicating a need for service.

15. To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

**Important - About the Interface Cable**

This MFC has been certified to comply with FCC standards, which are applied to the USA only. A shielded interface cable should be used according to FCC 15.27 (C). In addition, a grounded plug should be plugged into a grounded AC outlet after checking the rating of the local power supply for the printer to operate properly and safely.

---

**CAUTION**

Changes or modifications not expressly approved by Brother Industries, Ltd. may void the user's authority to operate the equipment.

---

## Notice

BROTHER'S LICENSOR(S) MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, REGARDING THE SOFTWARE. BROTHER'S LICENSOR(S) DOES NOT WARRANT, GUARANTEE OR MAKE ANY REPRESENTATIONS REGARDING THE USE OR THE RESULTS OF THE USE OF THE SOFTWARE IN TERMS OF ITS CORRECTNESS, ACCURACY, RELIABILITY, CURRENTNESS OR OTHERWISE. THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE SOFTWARE IS ASSUMEND BY YOU. THE EXCLUSION OF IMPLIED WARRANTIES IS NOT PERMITTED BY SOME STATES. THE ABOVE EXCLUSION MAY NOT APPLY TO YOU.

IN NO EVENT WILL BROTHER'S LICENSOR(S), AND THEIR DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS (COLLECTIVELY BROTHER'S LICENSOR) BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION LOSS OF BUSINESS INFORMATION, AND THE LIKE) ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE EVEN IF BROTHER'S LICENSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU. IN ANY EVENT BROTHER'S LICENSOR'S LIABILITY TO YOU FOR ACTUAL DAMAGES FROM ANY CAUSE WHATSOEVER, AND REGARDLESS OF THE FORM OF THE ACTION (WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE), WILL BE LIMITED TO $50.

## Trademarks

The brother logo is a registered trademark of Brother Industries, Ltd.

© Copyright 1997 Brother Industries, Ltd. All rights reserved.
© Copyright 1997 Smith Micro Software, Inc. All rights reserved.
© Copyright 1997 Visioneer, Inc. All rights reserved.
Brother is a registered trademark of Brother Industries, Ltd.
Visioneer PaperPort is a registered trademark of Visioneer, Inc.
Windows is a registered trademark of Microsoft in the U.S. and other countries.
Excel and Word are trademarks of Microsoft Corp.
TextBridge is a trademark of Xerox Imaging Systems, Inc.
TrueType is a trademark of Apple Computer, Inc.
Centronics is a trademark of Genicom Corporation.
Epson is a registered trademark and FX-80 FX-850 are trademarks of Seiko Epson Corporation.
Hewlett Packard is a registered trademark and HP LaserJet II, IIP, and IID are trademarks of Hewlett-Packard Company.
IBM, IBM PC, and Proprinter are registered trademarks of International Business Machines Corporation.
Microsoft and MS-DOS are registered trademarks of Microsoft Corporation.
Hammermill copyplus white is a registered trademark of International Paper.

**All other terms and brand and product names mentioned in this manual are registered trademarks of their respective companies.**

## Compilation and Publication Notice

Under the supervision of Brother Industries Ltd., this manual has been compiled and published, covering the latest product's descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

## FOR CUSTOMER SERVICE

| | |
|---|---|
| **USA:** | 1-800-284-4329 (voice) |
| | 1-908-271-1937 (fax) |
| **From within Canada:** | 1-800-853-6660 (voice) |
| | 1-514-685-4898 (fax) |
| **From within Montreal:** | 1-514-685-6464 (voice) |

## ORDERING ACCESSORIES AND SUPPLIES

For the best quality results use only genuine Brother accessories, available at most Brother retailers. If you cannot find the accessory you need and you have a Visa, MasterCard, Discover, or American Express credit card, you can order accessories directly from Brother.

| | |
|---|---|
| **USA:** | 1-888-879-3232 (voice) |
| | 1-800-947-1445 (fax) |
| **From within Canada:** | 1-800-668-2768 (voice) |

| Description | Item |
|---|---|
| Laser Fax Toner | TN5000PF |
| Laser Fax Drum | DR200 |
| 1 MB Expandable Memory Board | ME1000 |
| 2 MB Expandable Memory Board | ME2000 |
| Telephone Line Cord | UG1570001 |
| Telephone Handset | UF6400003 |
| Handset Curled Cord | UF7204009 |
| Dust Cover | UL6955001 |
| Wire Extension | UF7201001 |
| IEEE-1284 Bi-directional Cable | UG4166001 |
| Paper Tray | UF7209001 |
| Document Tray with Wire Extension | UF7206001 |
| Setup Manual | UF7828001 |
| Quick Reference Card | UF7696001 |
| Remote Control Card | UF8297001 |

**brother**®

These machines are made for use in the USA or CANADA only. We can not recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your Multi-Function Center may not be compatible with the power available in foreign countries. **Using USA or CANADA models overseas is at your own risk and will void your warranty.**